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CATALOGUING AND INDEXING MOTION PICTURE FILM

The following discussion represents a revision of an article prepared in the Spring of 1943 and published in the March, 1944, issue of the *Journal of the Society of Motion Picture Engineers* under the title of "Wartime Cataloging of Motion Picture Film."

SEVERAL considerations have suggested a revision of the former article. In the first place, nearly two years have passed since it was originally prepared, during which time valuable experience has been accumulated in applying the theories therein outlined. Furthermore, the progress of the war has emphasized the necessity for post-war planning; hence, the war-time aspects of film cataloguing must be supplemented with certain continuing considerations. Again, at the instance of the Bureau of the Budget, the archivist of the United States has set up the Interdepartmental Committee on Film Indexing. Participation by the National Archives in the work of this committee and the probability that it may inherit much of the record material involved may require some adaptation of its own cataloguing and indexing techniques for the larger benefits that will derive from standardization.

Introduction—The Catalogue Card

Motion picture film in the custody of the government is accumulating at a staggering rate. For example, in 1937 a survey made by the National Archives revealed the existence of some 17,000,000 running feet while a similar survey, completed in August, 1944, indicated that this figure had grown to some 300,000,000 feet. Not all of this amount, however, represents record material that will be preserved permanently. Some of it is made up of projection prints issued as expendable material, some of it consists of duplicate subject matter footage, and a still smaller part of it is material rejected on the basis of faulty photography and for other reasons.

It has been estimated, however, and with considerable justification that the total accumulation of subject footage eligible for preservation and cataloguing will amount to more than 100,000,000 feet at the close of the present war.

Added to the problem presented by this volume of film are certain basic problems, both subject matter and technical, that are peculiar to motion pictures as contrasted with other types of record materials. First of all, authorship credits must be shared among several people: the original author of the idea portrayed, the script writer, the cameraman, the sound engineer, the film editor, and others. Again, a particular subject or title may be divided into several reels and each reel may be divided into several scenes. Not only must the subject integrity of the reels and scenes be preserved but cognizance must be taken of their sequence integrity. While not bound to record all such minutiae, film finding mediums and especially film catalogue cards should reflect such information and make it possible for an interested searcher to isolate a particular title, reel, or scene when necessary. Finally, there are purely physical considerations as reflected by such words as "negative," "positive," and "35mm.," and camera considerations as reflected by such words as "close-up," "long shot," and "pan shot." Both of these considerations will be discussed later in this paper.

Added to this circumstance is the increasing reluctance on the part of a busy person to risk seeing a film not pertinent to his immediate interests. For example, if he is interested in white mice he will not want to waste time seeing a film on pink elephants. Hence, the catalogue card must contribute to the process of elimination in terms of the searcher's time, the projectionist's time, and wear and tear on the property involved. It must be more than a sign post giving the direction of the journey; it must also tell the traveller what he may reasonably expect to find when he arrives at his destination; but not without the exercise of temperance. The same busy person will be equally reluctant to examine verbose and complicated finding mediums as the price of seeing a film. Hence such a card should be brief with its reading time measured in seconds. It is the headline of the story and in general should answer questions prefaced by the words what, where, when, who, and why, indicating respectively subject matter content, geography, time setting and chronology, people, and the purpose for which the film was produced.

Above all, if any reasonable economy is to be realized in the production and use of such cards, they must be characterized with simplicity, both in form and in the language used. For example, it would defeat the purpose herein proposed if highly specialized architectural language were used to describe buildings or if involved technical language were used to describe scientific gadgetry. Without a large staff trained in specialized activities and vocabularies such language would be unsatisfactory to the expert. The expert, when he sees the film, can better determine than can members of a general staff whether a particular building is Tudor, Byzantine, or Gothic, or whether a particular gadget is a voltmeter, a by-pass condenser, or a screen grid. Furthermore, much of the material in a general library collection is seldom consulted and a still smaller proportion is consulted frequently. Hence no attempt should be made to anticipate, either on a subject matter or technical basis, all the needs of all the searchers for all time on all the film in custody. Detailed documentation and identification should be postponed until an actual need for such information is established.

Perhaps the characteristics of the card under discussion can better be understood by examining a sample at this point.

230 RETREAT OF THE GERMANS AT THE BATTLE
H-1108 OF ARRAS. U. S. Signal Corps, 1918. Factual 64 minutes

SYNOPSIS: Retreating Germans blow up bridges and roads. Howitzers and other field pieces in action. Engineers repair bridges and roads. British Tommy reads latest war news to villagers and is received with enthusiasm. Pipes and Drums of the Gordons celebrate. Units participating: Northampton Regiment, South Africans, Hussars, London Stock Exchange Battalion, King's Liverpools, King's Own Shropshire Light Infantry, Royal West Kents, Middlesex Battalion, Queenlanders, Tasmanians, and members of the 29th Infantry. Cyclist patrol, artillery, infantry, and cavalry. Places: River Somme, River Scarpe, Arras, Roye, and Monchy. Raymond Poincare.

CUSTODY: National Archives
Rg111 Ac569 EHN, 10-15-43

An examination of the foregoing form will reveal that it is limited to a call number (230 H-1108) and certain subheadings listed in capital letters at the left. With the exception of the call number there is only one fixed margin to contend with, requiring a minimum

shifting of the typewriter carriage. Punctuation is used sparingly. Underscoring is omitted. The language is simple. The reading time is approximately thirty seconds. Yet it is believed that this card gives all the essential information for the purposes advocated. For example: It gives the title as a basis for an alphabetical file, the call number as a basis for a numerical file, the running time, and states that the film is factual. It identifies the film as a 1918 Signal Corps production and gives a synopsis of its subject content. Finally, it gives the name of the custodian and certain administrative information necessary for control purposes. For example, the symbol "Rg111" indicates the record group number under which the source classification of the film may be determined. More specifically, "R[ecord] G[roup] No. 111" indicates that this film is a part of the Signal Corps Collection of the War Department. Symbol "Ac596" indicates the accession number. "ENH" represent the initials of the reviewer while "10-15-43" is the date on which the film was reviewed. Such information is always peculiar to the custodian of the film rather than to the film itself and each custodian may create his own symbols for administrative purposes.

Finally, it should be pointed out that each card is typed individually and is thus freed from the limitations of predetermined spacing that a printed form would impose. The need for such expansibility is based on the variations found in the films to be catalogued; for example, one subject (the case cited) might require only two lines for the main entry while another subject might require three or four additional lines to accommodate appropriate credits. The length of the synopsis will certainly depend on the length of the film and the meatiness of the information it contains. The application of this form in terms of variations is illustrated by additional catalogue cards, excerpts from which are given below.

94 THE PLOW THAT BROKE THE PLAINS
Farm Security Administration, 1930. Factual-Expository 33 minutes

Direction, Pare Lorenz; music, Virgil Thompson; research, Arch Mercey; photography, Stacy and Howard Woodward. Transferred from the United States Film Service

SYNOPSIS: .....

CUSTODY: .....

Three variations are noted in this card when compared to the one

cited before: The film is factual-expository rather than factual, the statement of credits is more extended, and the transfer source differs from the production source.

114 THE DECLARATION OF INDEPENDENCE
2 Warner Brothers Pictures, 1938. Dramatization 20 minutes

Direction, Crane Wilbur; script, Charles L. Tedford; photography, W. Howard Green; editing, Everett Dodd; art, Hugh Reticker; costuming, Milo Anderson; sound, Robert B. Lee. Players: John Litel, Ted Osborne, Rosella Towne, Richard Bond, Owen King, and others.

SYNOPSIS: .....

CUSTODY: The National Archives Rg200 Ac340 HM 12-23-41 Cr Vitagraph Corporation; may be consulted on reference basis only.

Four variations are noted here: The picture represents a dramatized situation, the credits are more numerous than before, it is copyrighted (symbol "Cr") by others, and service on it is restricted to reference purposes.

So far the sample cards cited represent organized or edited material and are drawn up according to the film cataloguing format used by the National Archives. This suggests the problem of cataloguing or indexing unedited footage and of variations in the format, both of which will be discussed briefly here.

No particular problem is posed in the use of the catalogue card described when unedited film is involved. Where a title does not exist (this is generally the case with unedited film) a descriptive title or a subject heading may be supplied and placed in brackets to indicate that it was added by the reviewer. Information called for by the subtitles is just as pertinent as in the case of edited films. Where the footage is short, one of two alternative procedures may be followed: (1) make up a separate card for each well-defined but unrelated sequence, or (2) group several related sequences under one descriptive title and catalogue such grouped material on one card. In either case economy would suggest a physical grouping of such material into 1000 foot reels for storage purposes. For example, the major part of Admiral Richard E. Byrd's exploration film consists of unedited footage that came to the National Archives in the form of small rolls. No particular integrity is represented, however, in such an arrangement and no archival principle would be violated

in rearranging such rolls into reels. The existence of rolls means that the film is as yet unorganized on a subject matter or release basis.

The problem of card format is different though by no means difficult. It was pointed out earlier in this discussion that flexibility of the form was necessary to accommodate variable quantities of information. Likewise, flexibility is necessary to accommodate the arrangement of the information. So long as the basic information contained in a film is given, the question of spacing and arrangement of such information on the card is relatively unimportant, although standardization might be desirable.

Another problem in film cataloguing is the kind of information that should be included on the card. It was stated earlier in this discussion that certain basic information, common to all film libraries, should be given as represented in answers to questions prefaced by such words as "what," "where," "when," "who," and "why." Beyond this, each cataloguing agency may include other items of information peculiar to its own problems, brevity being the determining factor. For example, one agency might want to include a certain amount of technical information represented by the words "negative," "master positive," and "projection print." Still another might want to include information covering the physical condition of the film; the quality of the photography; or certain camera factors as represented by such words as "close-up," "long-shot," or "pan shot." Such determinations will depend largely on the anticipated manner in which both the film and the cards will be used. One agency, say the War Department, might work in terms of current or immediate needs. Another agency might think, plan, and operate only on a long range basis. One agency might be interested primarily in production work and another, in library work. The National Archives, having continuing and long range interests, limits its cards to what might be called fixed information as opposed to variable information. Thus, only a 35 mm. negative may have been accessioned at the time the card was executed, with the prospect, however, that a projection print or a master positive or a 16mm. copy or all of these might be accessioned later. The information contained in each of these variations in form and size is the same; hence if the processed card is not to be rendered obsolete, figuratively before the ink is dry, it should be limited to information that will remain unaffected by changing physical inventories. Here, the ortho-

dox library viewpoint, which demands that the thing in hand be catalogued, does not appear to be applicable, unless the subject matter found on the film be considered the thing in hand and the film itself merely a vehicle, a viewpoint that has considerable merit. This does not mean that such variable information is to be ignored or to go unrecorded. As a matter of fact it is carefully recorded at the National Archives but on another form. Nor does it mean that such information may not be published and circulated. In brief, it means that the National Archives film catalogue card, a card that is printed in sufficient numbers to cover its indexing and circulation purposes, will be limited to basic subject matter information of a fixed character and that variable information will be recorded on other forms and made available in terms of demonstrated needs.

Information on camera factors, illustrated by such words as "close-up," "long-shot," and "pan-shot" deserves further mention here, not because it is variable in character but for other reasons. For example, a film catalogue card may be derived from two sources of information: (1) a primary source which is the film itself and (2) a secondary source made up of scenarios, continuity sheets, published reviews, and the like. The primary source connotes projection of the film which is time consuming and expensive but it does provide information on the camera factors under consideration. The secondary source may or may not provide such information but it by-passes projection and provides a means of cataloguing film rapidly in that continuity sheets and the like can be recast into catalogue cards in only a fraction of the time required for cataloguing based on projection. Is the added information under discussion worth the added cost of compiling it? Each cataloguing agency must answer that question for itself. It can be said, however, that such information is not considered an essential part of a general film catalogue card. More specifically the National Archives does not consider its inclusion essential to the success of its film cataloguing project. In the first place the loss sustained by the omission of such information is not as serious as might be imagined on first notice. Although such data is occasionally requested by producers, it is seldom requested by general searchers. Frequently even a producer in search of footage will prefer to screen the film in question and make his own determinations at the time of his search. In the second place if the National Archives is to reduce its present backlog in respect to film cataloguing,

if it is to keep abreast of future acquistions, and if it is to serve present tense needs with present tense film, it must subscribe to the tenets of brevity herein advocated. It must not try to "anticipate all the needs of all the searchers for all time on all the film in custody."

Reference Film Strips

Losses resulting from the omission of various technical data from film catalogue cards will be further minimized when the reference film strip technique, now in its experimental stages, has been perfected. A film strip, in this connection, is a strip of film that reproduces in sequence one frame for each title and for each important scene in the film reviewed. The strip is printed as a projection positive and each frame so printed corresponds to textual entries found on the catalogue cards or the more lengthy continuity sheets. Not only does it supply the technical data omitted from the catalogue card for the sake of brevity but it permits the searcher to see photographically what he might otherwise read in text form. It has the additional value of preventing wear on the record film, of saving the time of the searcher and the projectionist, and of freeing projection equipment for other purposes in that such strips can be read on any conventional microfilm reading machine.

But the supplying of technical data is only one function of the reference film strip. For example, earlier in this discussion simple language in the catalogue card was stressed. If, to refer to an illustration previously used, buildings represent the subject under consideration, then the architect (the expert in this case) can see instantly by means of the film strip whether a particular building is Tudor, Byzantine, or Gothic. Thus the film strip would obviate the tedious work of screening and advance documentation. Actually it would provide a means for documentation by the searcher himself at the time his need arises. This appears to represent both good economy and good sense.

The Problem of Size

A further consideration in reference to the catalogue card itself is that of size. At the moment most of the military services are producing their cards on a 5 by 8 inch size. The National Archives and the Library of Congress, however, use a standard 75mm. by 125mm. card. To what extent standardization in point of size may

be achieved remains to be seen. It is important, however, in this respect that the catalogue cards be of similar shapes or proportions; for example, a 5 by 8 inch card is roughly in the proportion of a 3 by 5 inch or a 75mm. by 125mm. card. In most cases the original typing is done on a 5 by 8 inch card or paper and in the case of the military services such copy is processed for indexing purposes in its original size but in the case of the National Archives this size is reduced photographically to the smaller size; hence the need for uniform proportions in the sizes of the cards. The advantage of standardizing on the smaller size is obvious. In the first place, the larger card uses twenty-five square inches or sixty-six per cent more paper and requires correspondingly more storage space. In the second place, the smaller card has been adopted as standard by libraries in general and lends itself, therefore, to exchange practices; thus the film cards might be integrated with general library cards. In the third place, it is cheaper per unit card to process when ink, paper stock, plate work, make-ready, and all other items of cost are considered. The only objection to conversion to the smaller size at the moment appears to be the possibility that such a changeover might unduly interrupt war related work. Two solutions to the problem suggest themselves: (1) make the conversion a gradual process with the least possible interruption to pressure work—thus the more non-current cards might be converted first; and (2) reduce the present and future 5 by 8 cards photographically as a post-war project.

Subject Index Cards

It is not the purpose of this paper to analyze the fine points of cataloguing and indexing as one who is indoctrinated with library science might do nor is it its purpose to ignore the accumulated experience of others in this respect. The similarities between identifying books (for example) and films can be recognized without difficulty. The dissimilarities, however, are deceptive and require considerable vigilance to detect differences that may prove fundamental. It is significant that this discussion concerns itself with a young and vigorous phenomenon that has already reached a semblance of adulthood, ready to determine its own destiny. It would be an easy and perhaps a tragic mistake to proscribe this newer experience by orthodoxy. In any case the subject demands that more be said regardless of what has been said heretofore, and discretion

suggests that one steer clear of the esoteric camps and seek the cover of reality. As far as possible, therefore, the discussion to follow will be worded in the common idiom.

The catalogue card has already been described as being a brief general statement concerning the film itself and as having certain guide-post characteristics. Indexing signifies a little sharper separation of the record material and a little greater focusing of the attention in terms of people, places, objects, and the like—all of which may be considered indexing subjects, other things being equal. The result of such separation will be, therefore, the index cards. Actually the index cards are processed replicas of the catalogue or master card and serve the purpose of indexing when appropriate subject headings are added or designated for reference purposes. When a catalogue card has several subjects to be indexed, one copy of that card is used for each subject selected. The index cards are then filed alphabetically.

A second examination of the catalogue card entitled RETREAT OF THE GERMANS AT THE BATTLE OF ARRAS seems in order at this time. A very practical question is, How many replicas of this card should be processed for indexing purposes? Obviously this question cannot be answered satisfactorily without an explanation or a premise. If the orthodox procedure used in cataloguing books were followed, perhaps four or five entries would result. If, however, a more realistic solution to the problem is sought, several additional entries might be necessary. One important factor of the premise is a consideration of the needs and preferences of potential users of a film library. In other words, what is the logical level of interest of such people? Can such needs be satisfied with general terminology having some classification connotation or will they require more specific entries? In the ascending levels of interest represented by the words "species," "genus," "family," "order," and "class," which level represents the most realistic bracket in the vicinity of which one should stop or on which one should concentrate his efforts? Should "Howitzer" be the entry or should it be "Ordnance"? Should "Arras" be indexed or should this village be entered as a consideration of "Geography"? Should "Cyclist Patrol" be entered specifically as such or should it be entered generically under "Transportation"? Or should both specific (the species level) and generic (the genus level) entries be made? And what shall be done with "Tasmanians" and "Poincare"?

Experience at the National Archives has indicated that users of motion pictures, especially those users who represent producers, have a primary interest in specific things, people, and places. Typical inquiries might be: What have you on P-38's or trench mortars or gas masks? What have you on Sergeant York or Eddie Rickenbacker or General Patton? What footage have you on the defense of Stalingrad or the siege of Hill 609 or the battle of Cherbourg? What kind of uniforms were worn by the London Stock Exchange Battalion? Perhaps eighty per cent of the inquiries are of this general type. To a lesser extent inquiries will fall into a higher bracket as illustrated by the words "Battleships," "Chemical Warfare," "Aircraft," and the "South Pacific Campaign." Even in such cases the inquiry is more than likely to be registered first at a lower level of interest as indicated by the words "*The Wyoming*," "Flame Throwers," "Dive Bombers" and "Battle of Tarawa." The higher brackets represent accrued and accumulated interests and will grow in importance as motion pictures become more universal in their application to human experience. Such determinations should be based on experience rather than on a process of *a priori* reasoning. It must be remembered that the printing press was some three hundred years old before Messrs. Cutter, Dewey, Poole, *et al.* undertook the work of library classification and that motion pictures are only about fifty years old. A very practical rule is to index at any level of interest as determined by the reality of a given situation. If a person or place or object has been christened with significant experience and so recorded by the cameraman then it should be indexed specifically. If a body of interest has been built up within the higher classification brackets as is the case with chemical warfare, then the entry should be made at the higher level. In both cases and for the present all such entries should exist side by side in the commonwealth of film terminology and in no case should such information be squeezed through the knothole of close classification. Even in a standard dictionary of terminology there should be no straining to fit an item of information meticulously into a predetermined pattern.

In the first place, time and personnel limitations might preclude such fine determinations. In the second place, the information reflected in this new medium is accruing rapidly and is being used currently; hence it is entirely too active to wait on the slow process of classification or to submit to any form of fixation. Motion pictures are an imitation of life—people, things, events—with all the com-

plexities of life itself wherein each searcher may read, see, or hear the subjects of his interests according to his own bent and in terms of his own apperceptions. Eyes widened in terror, a furtive nod of recognition, the sputtering of a failing motor, the sudden demolition of a building—these are the pigments that lend color to the producer's canvas and are entirely too fugitive to be impaled on a classification blueprint. Hence the inductive approach must be preserved, more observations must be made, and more experience must be accumulated. Later, conclusions can be made and the experience tabulated. More specifically, additional index cards may be added when the need for higher bracketed entries has been demonstrated. In the case of the catalogue card cited, namely, RETREAT OF THE GERMANS AT THE BATTLE OF ARRAS, one index card will be used for the call number, one for the title, one for the source, perhaps one for the production date, and one for each significant person, place, and thing found in the synopsis. Perhaps one or two higher bracketed entries like "Field Artillery" might be justified. Entries made to date at the National Archives average about ten per reel.

One of the chief virtues of the replica system of indexing from a master catalogue card lies in the fact that each index entry connotes an immediate relationship to other parts of the film catalogued. Suppose the subject heading on a particular card is "Bombing." A brief examination of the card might reveal that this bombing related to a monastery on a mountain in Italy, March, 1944, under command of General Mark Clark. If the searcher's interests were limited to bombing in the first World War or to bombing in Africa, he would dispense with the card and would not ask for projection service.

Other indexing systems such as the punch card system have been considered, but none of these appears to match the plan herein outlined in terms of simplicity, economy, utility, and rate of production. In the first place, the information on the card is recorded in the vernacular; that is, in language which everyone can read and understand and not by a means that requires the use of a machine to decode. Secondly, it can be created economically with ordinary equipment. For example, the information can be placed on the original card or sheet by the use of a typewriter and can be processed by one of several techniques such as hectographing, multilithing,

or mimeographing. Again, it has the very attractive virtue of speed in that a skilled reviewer, familiar with the general subject matter of a particular body of film, can, with the help of a stenographer, catalogue at regular screening speed. If he encounters a subject not familiar to him, the use of a viewing machine is recommended. A skilled rewrite man can catalogue film from secondary sources of information even more rapidly. Finally, the system proposed is freed from the burden of close classification and code book techniques.

Neither do the call numbers, for example 230 H-1108, have any classification connotation. In brief, they represent control or simple registration numbers. In the foregoing example 230 represents the 230th shipment of motion pictures received by the National Archives. As stated heretofore this was a shipment of Signal Corps film received from the War Department. It covers aspects of the first World War and is known as the Historical Series, a designation supplied by the Signal Corps. The "H" signifies the word "Historical" and the "1108" signifies a particular subject in that series. Subsequent subjects in that series are designated as 230 H-1109, 230 H-1110, etc. For the reason that each catalogue or index card carries a call number on its face, it is a simple matter to trace the administrative history of a particular film through the channels of related record group (Rg) and accession (Ac) numbers. Likewise, by a simple translation of these cards into vault cards the storage location of any film can be easily determined. When an organized series is transferred to the National Archives with numbers already assigned as in the case cited above such number will be retained. If a new member of the series is received later, it will be given the next available sub-number in that series and placed under the original control number. If several unrelated subjects or titles are received at one time, sub-numbers will be assigned and placed under one control number as before. If unrelated subjects are received at different times even though from one source, they will be given different control numbers. In other words, the control numbers are kept free of any source classification connotation.

The Problem of Shelving

Another problem requiring special consideration in respect to cataloguing and indexing motion pictures is that of bringing related material together on shelves. It must be remembered that film stocks

are of two kinds: nitrate film requiring maximum safety precautions in storing, and acetate film requiring only nominal precautions. Furthermore, a particular film subject may exist, as heretofore indicated, in different functional forms such as negative, master positive, or projection prints. Good insurance practice suggests that these various items be stored separately so that if one is lost it may be reproduced from the remaining item or items. Again, films may be in different sizes such as 35mm. and 16mm., each of which requires its own type of storage furniture. Hence, bringing related film subject matter together in a vault or on a shelf becomes highly impractical. Finally, there is the fundamental consideration that the information contained in motion film represents what might be called hidden information that requires the use of a machine to translate; hence, the searcher would not have access to the vaults or shelves as in the case of a book library.

The problem presented by the foregoing circumstances is met by the use of another form known as the Film Storage Record, only a brief mention of which seems necessary in this connection. Its chief functions, however, are: (1) translating subject-matter considerations into storage or shelf considerations, (2) keeping inventories of accessioned material, (3) keeping and documenting a record of the "in and out" movement of all film, and (4) providing a practical charge-slip technique. If any one is interested in additional information on the use of this storage card, the National Archives will be happy to supply it.

Cost Considerations

Before the present cataloguing project was undertaken at the National Archives each film was reviewed, and the report on such a review was called a reference summary. This title still survives in some of our interoffice literature. Originally these summaries were typed on standard typewriter sheets of paper and filed in case history folders. The information they contained was essentially that outlined herein for the catalogue cards. The second step in the evolution of the catalogue card was to type such summaries on a 5 by 8 inch card and reproduce it by the hectograph process in whatever quantities were needed for cross indexing purposes. When it was decided to adopt the smaller card in the 75mm. by 125mm. size and duplicate it for indexing purposes, several duplicating processing

techniques were investigated with the result that the multilith process was selected as being the most satisfactory, cost considerations included. The mechanics of the plan and cost figures appear pertinent to this discussion.

In the first place reference summaries (catalogue cards) are typed on one sheet of paper and, when possible, within the limits of 5 by 8 inches. If the contents of the summary cannot be so limited a second page is used. If a wide carriage typewriter is not available three such summaries may be typed on each of two sheets and the two sheets taped or stapled together. When this has been done a trimming or guide border is penciled around each summary in the proportion of a 75mm. by 125mm. card. This border is approximately 4½ inches high and 7½ inches wide. From this sheet of six one multilith plate is made and the desired number of impressions is printed and trimmed into 75mm. by 125mm. cards. Thus the summary, through this evolution, has become the catalogue card. A further economy is realized by selecting the six subjects or titles for each multilith plate in terms of the number of index cards wanted for each title. For example, a set of six master catalogue cards (summaries), each requiring approximately fifteen index cards, would be printed from one plate while another set of six, each requiring twenty-five or more index cards, would be printed from another plate. It would not be good economy to print cards on one plate some of which would require only ten index entries and others fifty. If sale or exchange of the cards is contemplated, as many as needed may be printed from one plate. On the basis of thirty-five index cards from each catalogue card (an average that has developed at the National Archives) 210 index cards would be printed from each plate of six and would cost approximately $3.60 or a little less than two cents for each index card. On greater quantities the unit cost may be reduced to approximately one-half cent per card. These figures represent printing costs only. At the moment sufficient experience with other cost items is not available on which to base accurate estimates. It is believed, however, that the total cost of the cataloguing project can be held within reasonable limits.

Summary

The foregoing discussion is not meant to cover the entire field of finding mediums as used in archival and library practices, such as guides, handbooks, checklists, inventories, bibliographies, and

calendars. Neither is it meant to dispose of all the intimate and intricate problems peculiar to cataloguing itself. It is hoped, however, that it will answer some of the more persistent questions involved, point the way for others to work out their own cataloguing or indexing schemes, and serve some practical purpose for those who have no cataloguing plans of their own. If such hopes survive or if the basic philsophy of the plan proves to be acceptable, the author will be satisfied. One parting warning: A catalogue card should not be made to carry too much of a load and thus become inarticulate. The case history folder is the real beast of burden in this respect. The chief virtue of the card is its brevity and universality in respect to its examination and use by searchers, its adaptability to both edited films and library material, its flexibility and expansibility, and its economy in respect to its production.

JOHN G. BRADLEY

The National Archives

THE STATE ARCHIVIST LOOKS TO THE FUTURE[1]

NOW and then it is well to pause and try to see just where we stand, to view our efforts and accomplishments, if any, from the long view. After every major military or naval engagement the commander finds it necessary to count his gains or losses, regroup his forces, and re-think the strategy of his campaign. Periodically in most types of business it is customary to take an inventory of holdings, chalk up assets and liabilities, compute a balance sheet of profits and losses in the past, and seek to plan for the future. The same procedure in the field of state archives may be worth while.

During the past few years we state archivists have come a long way. Only a short time ago there was not a single state in the Union which supported an archival program that even began to meet the need. Today, on the other hand, every state maintains an agency of one kind or another in the field, and some of them have made long strides toward facing and solving their problems. In viewing the present situation, it is not as if nothing at all had been accomplished, so that we could merely butt our heads against a stone wall. Instead, we have already advanced so far that we can be hopeful of still greater progress in the future. We can view our problems in a definitely optimistic frame of mind.

In taking our inventory, there are several questions which we may well ask ourselves. For one thing, have we yet broken sufficiently with the past? In years gone by the archivist (if indeed he was known by that name) was thought of as leading a leisurely, untroubled existence. Since the volume of records with which he had to deal was limited, he had ample time to potter through yellowed and time-worn documents, now and then pausing to relish some juicy morsel. Occasionally he would pause to wait on some musty but eminently respectable old gentleman who had come in seeking to unravel the mysteries of years gone by. To a large extent the archivist was a mere antiquarian, whose interests lay mainly in the past. It was unthinkable to his contemporaries that he could play a real part in meeting the current problems and administering the affairs of his state government. His position was

[1] A paper read at the annual meeting of the Society of American Archivists, Harrisburg, Pennsylvania, November 8, 1944.

thought of as definitely subordinate, of little consequence among the politicians and big-wigs who frequented the state capital.

Of course such a concept has long been left behind in the leading states. And yet I wonder if all of us, perhaps unconsciously, are still more or less influenced by it. Dealing as we do primarily with noncurrent records, having contact with those whose interests lie largely in the past, it is difficult for us to break entirely with tradition. And our difficulty is made greater by a large element of the public which persists in thinking of us in terms of the old gentleman and his musty papers.

We may ask ourselves, too, whether we are too much influenced by the needs and requirements of persons who are reconstructing family trees. Such persons, we all know, form a large proportion of the total number who make use of our records, and it is only natural that their point of view is kept constantly before us—they see to that. I am wondering, however, whether we may be emphasizing too much the serving of the ancestor hunter and genealogist to the neglect of other functions which ought to be considered more important.

Then, too, we may enquire whether we perhaps lay too much stress upon historical activities to the neglect of our archival program. Nearly all of us engage in certain non-archival work such as maintaining a historical museum, caring for historic sites, issuing historical magazines or other publications, preserving unofficial historical manuscripts, planning or assisting in the celebration of anniversaries, supplying historical materials to the schools, and performing other similar function. But do some of us, we may ask, put too much time on such things, and would we be justified in deemphasizing them?

Again, do we sometimes devote too much attention to research, to detailed study of our records, which may consume time and energy that ought to be devoted to other ends? Several years ago I had occasion to refer to an archives department in another state a private request for certain genealogical information, and after a week or more there came back a letter containing data which must have required three or four days to dig out. It was courteous of the department in the neighboring state to go to so much trouble to meet such a request. The trouble was that, after all, the searcher had missed the point and had failed to answer the question which

had been asked. And I could not help wondering whether, regardless of whether he had answered the query or not, he was justified in using so much of his state's time for such a private purpose. Should we perhaps strictly limit our activities in this field?

Along the same line, may it be that some of us spend too much official time in writing? Probably it is well for us to do a certain amount of writing based upon research in our records, for thereby we gain a more thorough knowledge of them and can keep in mind more clearly and sympathize better with the problems of the researcher. It may be advisable, however, for us to consider carefully the extent to which such writing should be designated as a part of our official duties and the degree to which it should be considered as of a personal, unofficial nature.

Again, do we perhaps do too much editing? As in the case of research and writing, there are certain advantages to such work, and it may be that we are justified in doing a reasonable amount of it. But perhaps we might consider whether in some cases and at some times we do too much.

Another question which may be appropriate is this: Do some of us devote too much attention to private and unofficial manuscripts? Most of us probably feel that we are justified in collecting and preserving, but we might stop to think whether we may be giving too much time and energy to such work, especially in those states where agencies other than the state archives department are active in the field.

The questions which have been asked so far relate primarily to activities other than those in the field of archives. Now coming to the heart of our work, we may raise certain queries as to our program in the field of state archives themselves. For one thing, do we undertake too much detailed work in arranging the materials we receive? Many of the series which come to us are just as they were filed in the office of origin, and no arranging is needed. Indeed, as all of us know, to attempt any rearranging would be to violate one of the cardinal principles of archival work. But a good many series, especially the older ones, reach us only after they have been badly disarranged, and there is nothing to do but attempt to put them in some kind of order. Then arises the question, how much time should we put on such work? Should we go at it minutely and in great detail, or should we merely seek to put them in some kind of

reasonably good working order, so that they can be used for official and other purposes, with the idea that later, if and when the opportunity offers, we will come back to them and do the work more thoroughly?

Along the same line we may raise the question of how much into detail we ought to go in preparing catalogues, finding lists, or other guides to the records. Certain archival agencies undertake to make card catalogues of their holdings, and some even go so far as to prepare a card for each box of loose papers or volume. Others do not attempt to make card catalogues, but resort instead to inventories and finding or shelf lists. The catalogue has certain advantages in that it is detailed, convenient to handle, and perhaps the simplest type of guide for the general public to use. Where there is a separate card for each box or volume, it is easy for the searcher to call for the exact unit he desires and for the attendant to locate that unit in the archive areas. The great disadvantage lies in the large amount of time required to prepare such detailed catalogues, so that with our limited staffs we tend to fall behind in our work. The inventory or shelf list, on the other hand while perhaps not always as efficient in locating immediately a specific item, has the advantage of being prepared more quickly. A number of archival agencies follow the practice of preparing preliminary lists or inventories, and then later, when opportunity offers, make more thorough and more detailed guides.

Obviously there is no easy solution to this problem. What we all wish to do is to make our holdings available in the most efficient way possible. If another department of the state government needs information from the records of which we have custody, we want to be able to produce promptly all the materials which may possibly concern the desired data. And we wish to be able to do the same thing for the politician, the graduate student, of anyone else who may call upon us. Clearly much of the assistance we can render will have to depend largely upon our own knowledge of our holdings, and no lists or catalogues will be perfect or fool-proof. All of our finding aids ought to be prepared with the purpose of indicating to the searcher what materials we have and of aiding us in producing the desired records for him. In seeking these ends, should we prepare detailed catalogues or will it be best to limit ourselves, at least for the present, to less detailed lists and inventories?

These are a few of the broad, long-view questions which we state

archivists may pause to ask ourselves. Have we broken sufficiently with the past? Are we influenced too much by the needs of ancestor-hunters? Do we engage in too much historical, as contrasted to archival, work? Do we devote too much attention to research, writing, and editing? Do we stress too largely work with unofficial manuscripts? And too, in the field of strictly archival activity, do we spend too much time and go too much into detail in handling and preparing guides to the materials we receive?

Before trying to answer these questions, I wish to ask another one. What, in the final analysis, should be the major function of the state archival agency, and, in making long-range plans, toward what ends should we bend the larger portion of our energies? If we can answer that question satisfactorily and clearly, then perhaps we will be in a better position to solve the other problems which face us. What is our primary duty? How can we give the largest return for every dollar which is appropriated to us? How can we best plan a broad program to serve both our own state government and the public at large?

Our primary purpose, it seems to me, is clear-cut and easy to define—first of all we should serve as the official state records agency, within that field we should direct the major part of our effort, and we should seek to do the job thoroughly and according to a broad and well planned program. Insofar as other state departments and the general public are concerned, it might be well if we would call ourselves agencies for dealing with records rather than archives, for the former term is less easily misunderstood. Furthermore, records sound like something of real practical importance and of business value, while archives tend to mean something musty and archaic, with nothing more than antiquarian interest. There is a great deal to be said for the Maryland term, "Hall of Records," for other state departments, all of which keep records, can appreciate the services to be rendered by a records agency and the general public can understand that the agency preserves and cares for the records of Maryland and its people. And incidentally would it have been better if we could have broken with the European continental precedent and named our national archival agency "The National Records," "The Public Record Office," or something similar? Whatever serves legitimately to emphasize our function in dealing with records would appear to be to the good.

In seeking to perform our duties as archives or record agencies,

we state archivists should consider first how we can best serve our state governments, what program will be of most benefit and value to them. For if we can sell ourselves to the other state departments, if we can prove to them that we are rendering a service of real and practical value, then we will have gone a long way toward securing adequate support, financial and otherwise, for our program.

There would appear to be three major methods by which we can render service to our state governments. First, we can co-operate in the disposal of useless records. Provided the department where the records originated certifies that certain series have no further value in the conduct of current business and provided further that the archival agency certifies that they appear to have no value for historical or research purposes, then they may be destroyed or otherwise disposed of. Since the major proportion of state records have no permanent value, this phase of the archival program will be very important, dealing with the bulk of the records by the simple procedure of destroying or otherwise disposing of them.[2]

Second, the archivist can assume custody of noncurrent records which appear to have value and can preserve them permanently. The records thus cared for will not bulk so large as those disposed of, but by the process of selection they will be far more important and valuable. It is of course our duty to take charge of them, to put them in suitable condition, to prepare the best possible guides to them, and to make them available for official and public use.

Incidentally, in dealing with official requests that we co-operate in handling noncurrent records, we usually will be under pressure to act with speed, so that the records can be removed to provide space needed for other purposes. The more promptly we are prepared to render this service, the more good will we can build and the larger measure of support we may expect to receive for our program.

Third, we can render advice and assistance to other departments in meeting their current records problems. We will not, of course, understand in detail all the procedures of filing and records handling with which the different departments have to deal, but through our contacts with many departments, with varying functions and problems, we will be in a position to develop a broad point of view and

[2] For a more detailed discussion, see Christopher Crittenden and Nell Hines, "The Disposal of Useless State Archives," THE AMERICAN ARCHIVIST, VII (July, 1944), 165-173.

perspective which way prove valuable to each department in solving its own problems.

If we perform competently and thoroughly these three functions for other state departments, we will move toward an eventual procedure whereby every single official record which has become noncurrent will come under our control, either to be disposed of or else to be transferred to our custody. Now I am wondering how many of us have really faced this situation? Each year every state government in the Union is producing millions upon millions of records, from time reports to governor's proclamations and from pay roll sheets to engrossed acts of the legislature. Have any of us really conceived of the anormity of the problem we will be up against when we undertake to deal with all, or anything like all, of these records? Or are we in the position of the little boy who tried to dam a river by throwing in a few handfuls of sand? The current of archives today is a mighty one, in the future it promises to become even mightier, and it can be controlled only by efforts on a major scale. Have we sought to plan a program sufficiently broad to handle this problem?

Now in the light of this task which we will have to face, let us return to the questions asked earlier in this paper. Have we broken sufficiently with the past and are we still too antiquarian? It seems perfectly clear that there is no room for the respectable-old-gentleman attitude in the work and activity of the alert and up-to-date state archivist, who faces frankly and earnestly the enormous task which rises before him and seeks to work out the best possible procedures in dealing with millions of records annually.

Are we influenced too much by the needs of genealogists and ancestor-hunters? We may expect that in the future, as in the past, there will be large numbers of such users of the records in our custody, and we should always be ready and willing to serve them. But if our chief duty is to function as the state archival agency, to serve other state departments, perhaps we should consider a shift of emphasis, a reapportionment of our time and effort .

Do we engage too much in non-archival activities? Probably it is both inevitable and advantageous that we do certain work which is not strictly archival. In origin most of our agencies were largely historical, as is indicated by their being named historical commissions, departments of archives and history, and the like. Furthermore, in many cases our organic laws make it our duty to engage in certain

historical activities, and even where such duties are not specifically prescribed by law, it is probably wise for us to engage in some of them, for we are in a better position to perform them than is any other agency, and by doing so we can better sell our program to the general public. A historical museum, for example, can serve as a kind of show window for an archival agency. But admitting all of this, if our chief function is to serve as the state archival agency, we may be in danger of laying too much stress upon such non-archival acttivities, to the detriment of our archival program. We should give such a program the highest possible priority, and look on everything else as secondary.

As for research, writing, and editing, again it is largely a question of emphasis. Probably it is fitting and proper that we do a certain amount of these things, but if we are to perform our primary function in handling the state records, should not these other functions be looked upon as secondary?

Likewise it is perhaps appropriate that we collect and preserve private and unofficial manuscripts and probably none of us would refuse to accept a valuable collection merely because it was not official. Indeed, by handling such collections we can often round out and supplement official series, as, for example, when the private papers of a governor are housed in the same depository as the official records of his administration. But if we are to place first things first, should we not subordinate such manuscript work to our state records program?

Now as to how much into detail we ought to go and how much time we ought to spend in arranging and classifying official records which are transferred to our custody and in preparing catalogues or finding lists for them, should we not consider this problem in the light of the magnitude of the problem which will face us? In the past, when many of us were receiving only small quantities of records, it was possible to prepare minute and detailed guides. But what of the millions of items which we will be called upon to handle in the future? Many of us, it is true, may enjoy substantial increases in staff, so that our number of employees may be doubled, trebled, or enlarged even more. But the quantity of records we are called upon to receive will multiply not merely by two or three. Rather, that quantity will increase twenty, thirty, or even fifty-fold.

Now if that is to be the case, can we hope to handle the materials

we receive and to make them available for use within any reasonable period of time if we attempt to do detailed work in arranging them and preparing catalogues or guides? Will we not rather be compelled to work out procedures whereby we can deal with far larger masses of records at greater rates of speed than at present? And will not such pocedures inevitably cause us to cut down the amount of time we spend in arranging and classifying in cataloguing or preparing finding lists?

I do not want to be misunderstood. I am not in favor of letting our standards, and I am not advocating that we do shoddy, inefficient work. I am seriously raising the question, however, whether we are justified in spending weeks and months on small bodies of materials while in the meantime we are falling farther and farther behind in handling the large masses of records which are being or ought to be turned over to us. What I am advocating is that we take the long view, see our problem in its major aspects, and marshal our available resources in order to take full advantage of the opportunity which is ours.

If in the past the archivist an innocuous old gentleman poking among ancient documents, in the future may he not hope to be something very different? Will not the active, well administered state archives department be recognized as playing a vital role in the state administration? Will it not be called upon frequently for advice in meeting current record problems and in handling noncurrent records, and will the materials in the department's custody not be looked upon as a storehouse of information needed for the conduct of the state's business, consulted frequently by the various departments? In thus serving the state will not the archives department at the same time be that much better equipped to serve the general public? When he comes to render such essential services, perhaps the archivist will find that he no longer holds a mere subordinate position. Perhaps instead he will be recognized as one of the most valuable and important of all state officials.

CHRISTOPHER CRITTENDEN

North Carolina State Department of Archives and History

HOW CAN WE IMPROVE OUR HISTORICAL SOCIETIES?

THERE are in the United States today over eight-hundred historical societies. This number includes the several historical associations of national or regional scope which have a scattered membership, made up, for the most part, of academic men and women who teach history. The governing bodies of these associations are generally professional. These associations function with a different presiding officer periodically but they retain a fairly permanent secretary and treasurer. They publish historical journals and occasionally other historical works. They encourage the writing of history and try to exercise a beneficial influence on historical pedagogy. They have no buildings to house historical materials. They are not, in any sense, considered as historical depositories. These organizations serve a useful purpose of a general sort. This article is not concerned with the status or degree of usefulness of such historical societies.

Most organizations known as historical societies, however, are something entirely different. They are state or local societies with both lay and academic members (generally more of the former than the latter.) These historical societies have as their main purpose the collection and preservation of historical materials. To make such preservation possible most state and local historical societies not only have central headquarters, but keep their collections under the roof of some building (however inadequate or crowded the area of this edifice may be). The great majority of such societies, in an effort to promote interest in history and to make the public acquainted with the work they are doing, have museums where selected articles are put on exhibit. A good many also have libraries where investigators and writers may delve into the printed and unprinted collections preserved there. A certain number publicize their holdings by issuing bulletins, quarterly journals, and occasional works of larger scope. Most of them hold meetings at least annually and some societies have occasional lectures for their members and the general public. Though a certain measure of co-operation exists between many of these societies and higher education, especially where the society is located in a college town, the emphasis is generally more on the public school and non-academic levels. This emphasis is particularly

true in such societies as have museums, for visual displays lend themselves to juvenile and popular adult education.

A recent publication issued by the American Association for State and Local History (*Historical Societies in the United States and Canada: A Handbook*) offers a mass of interesting data about these societies. It tells how much or little public support the various organizations have through tax appropriations and which ones are supported by endowments. It tells which organizations issue publications and it gives the name of the official in charge and the number of staff on salary in each instance. All this information is useful and important, but like all statistical compilations the book tells only part (and a very bare and meager part at that) of the entire story.

What the writer would like to know is how large are the book, manuscript, and museum collections of each institution? What portion of these collections are so arranged that they are available for qualified use by the visiting patrons? What is the record and training of the various staff members and how diversified are the tasks of each particular worker? How large is the backlog of unsorted material awaiting attention in these depositories and how could that backlog be best attacked and attended to? Are there any standardized methods of arrangement and cataloguing adopted by any of these institutions or does each have its own individualistic idiosyncracies? How many societies are crowded for space and how many are lacking in competent workers? If all these questions could be answered and a systematic group of statistics drawn up, the resulting facts would prove an astonishing eye-opener.

Lacking such a thorough study the writer attempted a limited bit of preliminary investigation in June, 1944, when she sent a questionnaire with certain of the above queries to some two dozen of the larger and better known historical societies in the country. Even among these, the so-called cream of the crop, all is not well. Vast backlogs of untouched or partly arranged material in various stages of preparation exist in practically every one of these societies. Only one-sixth of the total number to whom the questionnaires were sent, declared that they have an adequate staff to take care of the present load of work and half of these added that they could barely keep up with normal current accessions and would be embarrassed by any unusually large benefactions or purchases. A considerable number of the

workers in these societies have historical training (at various levels), a smaller number have library training, and still fewer have both. A good many have neither. None have specialized training in historical society work as such.

But how can they? How many graduate or undergraduate institutions of this country offer a prospective historical society worker specific training to prepare him for the problems of his job? The late Alexander Wall gave such a course at Columbia University during the Spring semester of 1942. Howard Peckham has taught some classes in manuscript cataloguing at the University of Michigan while he was curator of manuscripts in the Clements Library. Miss Margaret Norton gave a course in archival work at the Library School of Columbia University in 1940. Dr. Ernst Posner and Miss Helen Chatfield have offered courses in federal archives at the American University and the former together with Dr. Morris Radoff announced a brief course in institutional and business archives at the same university in June, 1945.

Except for these isolated instances (which are excellent beginnings) nowhere is there any instruction in a field of work that employs thousands of people, that is of inestimable service to historians, and other writers as well as to investigators in law, government, and economics, and to the public in general. Up to now, national and regional historical societies have not displayed much interest in the promotion and welfare of the eight-hundred-odd historical societies, and the schools of library science have dismissed them under the heading of "Special Libraries," and have made little attempt to train people for this particular specialty. Professors of history, too, though they have had the most intimate dealings with historical societies, have given little thought to the difficulties and the needs of these vital adjuncts of their profession. It remains, therefore, for the personnel in the various historical depositories to make the initial effort and to solve their own dilemma.

Just what is the dilemma? In the opinion of this writer, the whole trouble lies in the fact that working in a historical society has always been an undefined job and not a specific profession. It is a job that can and is held by anyone from a grammar school graduate to a Ph.D. It may be held by a librarian who has never had a single course in history or it may be held by a specialist in the history of the Orient

who has no conception of the history of the United States or of the particular locality in which the society is located. Again, it may be held by someone without even these qualifications. Worst of all, it is all too often held by individuals whose main interest lies in promoting themselves through writing or publicity of various kinds. Sometimes the job is held by someone who has been a misfit at everything else and considers historical society work as a soft, out-of-way berth. Hence the origin of the disparaging comment that those who can, do; the others teach, and those who can't even teach take up historical society work. Then, there are those who are enthusiasts in such quasi-avenues as genealogy, antiquarianism, or just collecting and through these wedges creep into the work. Lastly, there are the esthetes to whom a historical society is just another form of an art gallery and who judge all and sundry by its "artistic" value.

Working in a historical society entails more than just a knowledge of history. One might as well qualify to run a restaurant because one has been a frequent patron of the place. Historians, it is true, frequent the libraries of historical societies but only as patrons where the material they seek is served up to them. Little conception do most of them have of the backbreaking, dirty, exacting jobs of sorting, arranging, cataloguing, labeling, and storing that must precede every piece that they handle so nonchalantly in their search for data. Nor do these casual patrons realize the multitude of jack-of-all-trade duties that a historical society worker must perform.

The first thing a historical society worker must dismiss from his thoughts is the notion that here is a grand opportunity to do some creative writing. If he does not do this he will end up by neglecting all the duties of his job and forfeiting all rights to it. The historical society worker is like the survivor on the raft—water all around him and yet he dare not drink. This tantalizing temptation must be overcome for the good worker must sublimate his own inclinations to serving the needs of others and if he does so faithfully he will find little time for personal research or writing.

Knowing history from a national point of view does not necessarily qualify a person for work in a state or local society. The emphasis is entirely different and a thorough grounding in the local scene is essential for the worker in this field. A historian must readjust his point of view and descend from a sneering approach to one of eye-

to-eye appreciation of the values and importance of the lesser characters and events that make up the history of his country. He will also have to throw aside all misconceptions about his own importance and be content to work like any day-laborer. Historical society work is not meant for those who are afraid to soil their hands or bend their backs; it is physical labor as well as mental application and the sooner the historian learns this fact the better worker he will become.

Training in library science is not adequate preparation for historical society work except in the limited capacity of book cataloguing; museum objects, archives, manuscripts, and maps offer problems which no Dewey or Cutter can answer to satisfaction. Library training may make the worker more aware of the importance of methodology but the multiplicity of objects dealt with in a historical society will either drive him mad or turn him into a pedantic grind. It will be especially difficult for the library graduate who hasn't the saving perspective of training in history. The happy faculty of determining between the essential and the marginal and learning what are "firsts" and what are lesser "musts," when the avalanche of work presses upon one from every direction, is not taught in any school of library science. Book cataloguing is bad enough. In research libraries with their innumerable pamphlets and rare acquisitions these tasks represent the apex of "backlogitis" and only a cataloguer with steady nerves and lack of temperament will bear up under the pressure. Cataloguing and reference work on archives, manuscripts, and museum objects multiplies this problem many times and unless the worker learns how to handle the situation it may swamp him completely.

Ill-equipped as are either of the two types discussed above, they are still much better able to cope with the problem than the amateur enthusiast, the misfit, or the esthete. None of these have any definite place on historical society staffs and their presence only complicates the tasks of the better fitted colleagues. Art plays a certain role in the preparation of museum exhibits but it is only a frill to entice the public and should not be allowed to overshadow the main purpose of historical society work. Historical objects are often far from being works of art, but their lack of artistic glamor should not be allowed to overshadow their historical importance. Artistically inclined staff members may be useful in helping to arrange exhibits, but they are

not to be entrusted to selecting which objects should be preserved and what ones should be discarded. Only someone with proper historical knowledge and sound judgment can make such decisions. Above all, esthetes are seldom methodical and systematic. They may burst forth with bright ideas, but unless they are trained to carry through their plans to a successful culmination they will stir up more trouble than these ideas are worth.

Historical society work is highly technical. Too long already have amateurs been allowed to putter around in hit or miss fashion trying out first one method, then another, and ending up by leaving everything in a hopeless mix-up. One of the great difficulties that prevented historical societies from achieving more than normal benefits from the white-collar projects of WPA was not due to the fault of the WPA workers but rather to the lack of planning and definiteness on the part of the supervisors and sponsors. In many cases, the supervisors had historical knowledge but no practical knowledge in historical society work. In others, the sponsors were so eager to get started that they did not plan the work properly. Too often the regular members of the staff had no methods of their own. Much waste motion and confusion, recurring changes of method, and uncertainty resulted. Nevertheless, through this trial and error method the supervisors learned much and some of the superior ones have remained in historical society work. Too much blame has since been laid at the door of WPA when the fault really lies with the lack of method on the part of regular staff members. Unfortunately, in some societies every change of personnel brings a change in method of arrangement of materials. What wonder that little progress is made? How much better if there would be less puttering and trial balloons. But in order to have system something must be done about the present mushroom growth of historical societies with their untrained staffs.

The question is how and what can be done? If historians are not properly trained for this type of work and library graduates receive no such training, where are we going to turn for our historical society workers? What wonder that misfits, cranks and esthetes creep in to an alarming degree? We have at present no recourse. There is no such individual as a "trained" historical society worker. Just as any quack could at one time practice medicine, any peddler could sell

drugs, and any ignoramus could pose as schoolmaster, so today it is possible for everyone and anyone to secure and hold a position in a historical society or archival agency.

How did medicine evolve from an amateurish status to a profession? How did the pharmacists acquire their present rigid standards? How did school-teaching come to require training and examination? By establishing standards, by requiring specific instruction, and by examining the applicants before admitting them to practice their profession. That is exactly what historical societies will have to do in order to establish a professional status for themselves.

There are in the country today a limited number of men and women with sufficient experience and wisdom to instruct newcomers to advantage. If this group would get together and decide upon common purposes and aims, a clearing-house of methods could be established. In a vague way the American Association for State and Local History is already attempting to do this very thing. But it hasn't gone far enough nor deeply enough into the specific problems that beset the individual workers. Nor has it considered the closely allied problems of the archival depositories, public and private. All of these organizations have kindred difficulties and only in a central clearing house can these be ironed out satisfactorily to the advantageous assistance of all kinds of record-keeping depositories.

That is only one step, however. We also need courses to be offered in the colleges and universities—courses which will give the prospective historical society "technician" a background in manuscripts, archives, museum work, historical publication, administration, etc. The selected archival courses mentioned earlier are a good beginning, but they are too specialized for the average historical society worker and there are too few even of these. These courses, to be of most direct benefit, should be general enough to give valuable information to the worker from Podunk as well as the archivist in Washington. These should be followed up or combined with "in-service" training in which the student will get laboratory practice in various types of work. Graduates of such courses will not find too much difficulty in securing positions in historical societies and archival depositories and, as they gradually begin to filter into the various institutions, they will establish a leavening influence that will rise and spread. In due time, only qualified professional technicians will carry on this work

and not only will the societies flourish, but all those who frequent such places will benefit greatly. Materials will be properly catalogued in accordance with an accepted system; backlogs will be dug into with vigor; there will be less lost, strayed, or stolen articles; no valuable materials will be thrown away through ignorance and artistic trifles will not retain places of honor. In other words, historical societies will become efficient workshops staffed by well-trained men and women who will open these vast treasures for the benefit of all those who are qualified. Then only will historical societies actually merit their titles.

Bertha E. Josephson
Ohio State Archaeological and Historical Society

REVIEWS OF BOOKS

RICHARD G. WOOD, Editor
The National Archives, Washington 25, D.C.

How to Dispose of Records: a Manual for Federal Officials, issued by the National Archives. (Washington, D.C. February, 1945. Pp. iv, 50. Processed.)

How to Dispose of Records is another in the series of manuals prepared to assist federal agencies wishing to take advantage of the services offered by the National Archives. Similar manuals relating to records disposal procedures for their respective departments had been published earlier by several federal agencies, among them the United States Departments of Agriculture, Post Office, and War, the Civil Aeronautics Bureau, the Office of Civilian Defense, and perhaps others.

The average American archivist has not yet been able to educate his clientele to a point in archival consciousness where they would be willing to study and digest a manual of procedure as detailed and as technical as this of the National Archives. He must, for the most part, depend upon personal examination of records and more or less informal discussions as the basis for appraisal of records suggested as suitable for disposal, rather than expect the departments themselves to fill out detailed questionnaire forms such as those illustrated here.

The National Archives has had to appraise millions of records en masse, and has had to formalize its procedure for describing records for disposal to the point where selection becomes an almost mathematical science. It is that breadth of experience which makes everything the National Archives says about the appraisal of records, and particularly this publication, so helpful to other archivists struggling with the same problems. For them perhaps the most helpful part of this manual, certainly the part which will be most frequently quoted, is that section headed "The Evaluation of Records" (Pp. 7-11).

The major portion of the manual is devoted to procedures, illustrated by sample forms, for governmental agencies to use in preparing lists of records to be authorized for destruction. The National Archives recommends that each department designate one person to act as records officer for the entire department, with full powers not only to compile schedules of records, but also to initiate such reorganizations of records as will make for a more comprehensive and orderly progression of records from active to inactive status—that is, destruction when obsolete or transfer of noncurrent permanent records to the archives. No small part of the duty of the records officer will be to

make sure that obsolete records are actually disposed of as they become noncurrent.

Disposal lists are submitted when authorization is sought for permission to dispose of noncurrent records of a kind that are no longer accumulating. In the case of records already in existence and which will continue to accumulate, it is necessary as a preliminary to appraisal, to know how these records correlate with other records relating to the same or similar functions. Therefore, the National Archives recommends the compilation of two types of schedules: disposal schedules, which are used to cover only records that will have no further value to the federal government after the lapse of specified periods of time; and comprehensive schedules, which are used to cover not only records that after specified periods of time will have no further value to the government, but also all other records with notations as to periods of retention before transfer to the National Archives or to an intermediate agency depository. Detailed instructions are given for filling in the disposal and schedule forms which the National Archives provides for this purpose.

Since a correct appraisal of records depends upon the information given in these questionnaires, it is in order to mention several points which may need additional clarification. For instance, under Question 10, "Kind and frequency of use" (see discussion on p. 6), it should be pointed out that frequency of use is not always a true criterion. It has been the reviewer's experience that sometimes a series is not used because of an inconvenient internal organization which, if corrected, might make the file a very active one. Also it is quite possible that a record which has not been consulted once in fifty years may be the one pertinent piece of evidence required in some very important lawsuit.

Among the additional questions which may also be asked at this point are the following:

What purpose was this record created to serve?

How long is it necessary, from an administrative point of view, to preserve the information given in this record?

Is the information given in this record kept in some other form, and if so, in what form? Is this record necessary to substantiate that other record?

As between parallel records, which would be the record which would be preferred as evidence in court?

Is there a specific law relating to this record? In the case of state and county records it is sometimes necessary to amend an act before proceeding to destroy a particular record. For instance, an obsolete act may require that a record be "kept in a well-bound book," where present day record practice would recommend keeping the record on cards or on microfilm, or suggest a periodic destruction.

To date this is the most practical piece of technical literature on the sub-

ject of disposal of records, particularly from the angle of destruction. Until archivists have had far greater experience with the subject than they have had to date, their nights will be haunted by the fear that "the opinion of the person or persons in charge of the records," which is at present almost all they have upon which to base their own appraisals, has been erroneous. It is to be hoped that archivists will not be satisfied that this manual, excellent though it is, is sufficient guide for their own procedure; but that they will continue to think and write upon this pressing subject.

MARGARET C. NORTON

Illinois State Library

The Preservation of Public Records: A Tentative Report by the Committee on Preservation of Public Records. Special Bulletin S. (Chicago, Ill. Municipal Finance Officers Association, 1944. Pp. 12. $.35.)

The MFOA committee has demonstrated the need for practical guidance in records management, directing its inquiry primarily toward municipal officials, but taking county and state problems into account. Its tentative statement declares that preservation of public records is as important as the conservation of natural resources, and that key personnel of a governmental unit should take part in this primary responsibility of management. It stresses the need for fixing in one qualified person responsibility for execution of a records program, a point that has also been found basic in federal records administration, so far as currently operating agencies are concerned.

Attention is given to the establishment of regular programs for the disposal and transfer of noncurrent records. A main feature is the schedule of retention periods prepared by Carl W. Tiller, covering more than forty items to be retained permanently or disposed of after fifteen, seven, or three years. The potential significance of this report is partly shown by the quotation of this schedule in the *Report to the 1945 Minnesota Legislature* of that state's Interim Committee on State Administration and Employment (St. Paul, 1944) as an element in its argument for establishment of a state archives commission.

The MFOA committee will perhaps find reason to broaden and make more logical its classification of "factors" warranting preservation of given types of information: "historical, statistical, legal, financial, and unique or unusual." Its list of persons who should serve on a commission to carry out the provisions of records legislation includes: "a lawyer, with a knowledge of the legal value of records and documents; someone with a knowledge of the statistical value of records; one qualified to judge or pass upon the historical value of records and papers; an archivist, or someone with experience or training in the arrangement and care of material entrusted to the archives;

an auditor, or accountant, who is familiar with the financial and accounting records." That list shows a commendable breadth of interest. The distinction between an archivist and someone qualified to judge the historical value of records indicates lack of understanding of archival qualifications. But the fault lies with the archivists, who have much to do in bringing their interests to the attention of officials. It is not surprising, though it should be, that no archivist was a member of the committee.

The viewpoint of the report is essentially one of practical management. In addition to useful suggestions on preparing an inventory there is a summarization of answers to questions put to a variety of public officials. The vagueness of the results, especially in relation to microfilming, cataloguing, and storage space, indicates that many officials had given little thought to important activities that they just took for granted. That common tendency is a major one for archivists and progressive organizations like the MFOA to combat.

PHILIP C. BROOKS

The National Archives

The Scholar and the Future of the Research Library, by Fremont Rider. (New York. Hadham Press, 1944. Pp. xiii, 236. $4.00.)

Anyone who has followed the writings of the eminent librarian of Wesleyan University since 1936 should not be surprised that at long last he has arrived at a probable solution to the provocative questions and problems he has repeatedly posed.

In this thesis Dr. Rider offers as a solution to the manifold problems of the ever-growing research library the process of microprinting—a method whereby as many as a hundred printed pages can be reproduced on the single side of a 3 by 5 index card. By such a method it is proposed to reduce not only the many thousands of feet of space now occupied by little used publications, but also to simplify the techniques of indexing, classifying, shelving, and other library functions. It is also a corollary of Dr. Rider's that the utilization of his method would materially reduce both the time required to service research requests and the costs of such service.

The solution propounded by Dr. Rider and the questions it raises are so fundamental as to require at least a study of equal length to the excellent work under consideration. Time and space make such a review impossible here.

There can be but little doubt that the basic hypotheses outlined by Dr. Rider are sound. There is a good deal of question, however, as to whether the solution he proposes can be as all-encompassing as is suggested. There is considerable doubt that even the larger research library is so set up that it could immediately undertake to issue microprint cards. This is not to say that eventually there could not be regional issuing institutions, but it must be borne in mind that the microprint plan will require executive direction,

trained staffs with high technical experience in business, science, and a multiplicity of professions and trades never before available in the indexing divisions of research libraries. Even more important must be the establishment of a comprehensive set of standards which will govern all such institutions. The failure of a single cog in the wheel of the various issuing institutions could so complicate the indexing problem alone as to invalidate much of the good to be gained from the microprint program.

Dr. Rider seems to conclude that research materials are primarily printed books, whereas the ever-increasing quantity of basic documentary and manuscript materials now being acquired by research institutions are given but passing notice. The reviewer can see a great future for microprint in this latter field. The literally tons of records, for example, which the Newberry Library is acquiring from the Burlington and the Illinois Central railroads present a problem which is already being faced by other institutions desirous of preserving such source materials for the economic history of specific industries, regions, or states. Microprint, properly adapted, should provide real assistance to such archival depositories. In letters dated January 5 and 17, 1945, the associate chief of the Historical Records Branch of the Office of Price Administration informed the head of the War Records Survey in Colorado that "We now have under way a project for reprinting in microcard form most of the significant OPA publications down to the end of 1944." In the field of government publications microprint would also seem to have a distinct future.

In general, however, Dr. Rider's theoretical solution can only be said to be the first step rather than the last step, as he concludes. He has planted the seed of an idea which may bear fruit, but that fruit has not as yet appeared. Before microprint will be ready for general use, research librarians and scholars in the various fields involved will have to work out specific programs and solve specific problems in the fields of acquisition, filing, reproduction, correlation, indexing, and distribution. Unfortunately, Dr. Rider's treatment of these problems is too general and fails to consider the essential differences in techniques utilized by the major institutions which would be involved in the suggested program.

This work is marred somewhat by the all-encompassing positive statements of the author which are either misleading or poorly conceived. On page 103, in discussing the economy in cataloguing costs, Dr. Rider points to the great economy to be effected through the microcard since one hundred or two hundred libraries will divide the amount. This might be valid for reference works and other books widely used by research libraries, but what about collections of documents where the cost of microprinting would be prohibitive if only one, two, six, or a dozen libraries desired the collection? Yet such

collections as those previously mentioned would most certainly fall into this category. On page 111, Dr. Rider pointedly states "that nobody seems to have given any particular thought as to whether 35 millimeter film was best adapted to library micro-text use." Assuredly Dr. Rider is mistaken. A number of institutions—state, federal, and private—have given a good deal of thought as to film sizes, and the institution represented by this reviewer has evolved specific uses for 16mm., 35mm., and 9 by 12cm. film. On page 112, Dr. Rider questions whether any consideration has been given to the problem of microphotographing from open books, inferentially suggesting that other methods might be more practical. This discussion is misleading, as the question is not whether there are other ways to do such photographing, but our motive for so doing at this time. Most microfilming, after all, has been done in the field of rare books and documents which belong to some other institution or individual and the borrowing agency is in no position to cut or mutilate or alter the borrowed item. Certainly the lending institution would not mutilate its own rare items just to provide a film copy! On page 114, Dr. Rider again became over-positive by declaring "no one gave any thought as to whether this was a wasteful practice or not, any more than one gave much thought to the waste involved in perforated film." Once again we must emphatically disagree. A great deal of study has been given by library, archival, and equipment manufacturers to the use of perforated or nonperforated film as well as to framing and other space problems involved in microphotography.

On page 116, in referring to the cost of microcards, the author states that they "will probably never be printed in editions of less than five hundred copies." This reviewer sincerely hopes that Dr. Rider is wrong, for a large bulk of the materials now housed by research libraries, and which should be reduced by some microcopy process, are not of such nature as would have such a large market. If the author's assumption is valid, it would appear that in this instance, at least, ordinary microphotography continues to remain our best approach; the individual institution having a large collection of research materials, documentary or printed, could save considerable expense by direct microfilming rather than the expense of microcarding. On page 185, the author almost nullified one of the principal advantages to be gained from his suggested program—the benefit of the microcard process to the small college or research library. It would appear that one of the principal advantages of the microcard process is that for the first time the small research institution, with limited budgetary resources and limited library facilities, could obtain research materials in certain specific fields on a par with larger and more wealthy institutions. If small depositories are to be turned away, such institutions as the Universities of Wyoming, New Mexico, North and South Dakota,

Idaho, and Nevada (among others), and small public and private colleges throughout the country would be unable to make the best advantage of the program.

Dr. Rider fails to give any thought to the cost of manufacturing of microcards insofar as the original capital outlay is concerned. Whether reproduction is by photography or printed type, the program will call for a considerable initial cash investment by those institutions issuing microprint cards. In a discussion of the matter with a number of librarians in major institutions west of the Mississippi this has been a very perplexing problem. In almost every instance the consensus has been that it would be far better to have one major issuing agency such as the Library of Congress. This, of course, would mean a strict standardization of the types of material microcarded and would leave the problem of individual collections whether manuscript or printed, to be solved by the individual depositories. In such instances it is probable that Dr. Rider's photographically reproduced microcard would be more practical than the printed type.

This reviewer suspects, however, that microfilming must remain the first reliance for the individual institution as it is a cheaper form of microreproduction where but a single institution is concerned. Rapid strides in the improvement of film elements and film techniques are being made. It is not improbable that positive paper prints made by new high speed automatic printers from standard 16mm. and 35mm. film will play a major role in the post-war research institution. Applicability of this technique may be gathered from the use now being made of such prints by Dr. Julian Boyd of Princeton University in connection with the Jefferson project, and by the Western Range Cattle Industry study in Colorado. New film reading devices now in the experimental stage also give promise of improvements in the field of direct film projection.

In summary it must be readily admitted that Dr. Rider has done the library and archival professions a great service by directing attention along specific lines which can ultimately provide the solution to the pressing problems of the research institution and depository. The microcard program is certainly at the stage where it can be universally studied and specific trials undertaken without undue delay. Whatever criticism there may be of the author's manner of presentation, these are far outweighed by his contribution in a field which desperately needs remedial treatment rather than additional palliatives.

Herbert O. Brayer

Colorado State Archives

Guide to Materials for American History in the Libraries and Archives of Paris, by Waldo G. Leland, general editor. Volume II, *Archives of the Ministry of Foreign Affairs*, by Waldo G. Leland, John J. Meng, and

Abel Doysié. (Washington, D.C. Carnegie Institution of Washington, 1943. Publication 392. Pp. xii, 1078. $4.00, paper $3.50.)

This thick tome is the most recent of a proud series. In 1907 the Department of Historical Research of the Carnegie Institution of Washington, then under the directorship of the late Dr. J. Franklin Jameson, began to publish guides to the materials for the history of the United States in foreign archives. To date eleven foreign countries have been covered (in part at least) for such materials in this order: Spain, by W. R. Shepherd (1907) and R. R. Hill (1916); Cuba, by L. M. Pérez (1907); England, by C. M. Andrews and F. G. Davenport (1908), C. M. Andrews (2 vols., 1912-1914), and C. O. Paullin and F. L. Paxson (1914); Italy, by C. R. Fish (1911); Germany, by M. D. Learned (1912); Canada, by D. W. Parker (1913); Mexico, by H. E. Bolton (1913); Switzerland and Austria, by A. B. Faust (1916); Russia, by F. A. Golder (1917); and France, by W. G. Leland (1932), and W. G. Leland, J. J. Meng, and A. Doysié (1943). There also appeared under the same auspices in 1925 a *List of Manuscripts Concerning American History Preserved in European Libraries*, by D. M. Matteson.

The present guide describes volumes and cartons of documents in the archives of the French ministry of foreign affairs which range in date from the early part of the sixteenth to the middle of the nineteenth century. Most of them fall between 1750 and 1850. The volumes, in accordance with the arrangement in the archives, are treated under the following headings: (1) Correspondance Politique, pp. 1-828 (the correspondence between the ministry and its diplomatic agents in England, Argentina, Austria, Bolivia, Chile, Colombia, Denmark, Spain, the United States, Guatemala, Hamburg, Hesse, Holland, Malta, Mexico, Portugal, Prussia, Rome, Russia, and Texas, and the correspondence of the ministry with diplomatic agents accredited to France by the same countries), (2) Correspondance Politique, Supplément, pp. 829-866 (additional correspondence relating to England, Spain, the United States, and Holland), and (3) Mémoires et Documents, pp. 867-1043 (memoirs and other material classified under Africa, Algeria, America, England, Asia, Brazil, Spain, the United States, France, Genoa, Holland, Morocco, Mexico, Portugal, and Russia). As regards unbound material, under the heading Correspondance des Consuls those cartons are described (pp. 1044-1063) which contain correspondence to and from the French consuls in Alexandria, Annapolis, Baltimore, Boston, Charleston, Natchez, Newport, New York, New Orleans, and Philadelphia.

The compilers have added considerably to the usefulness of the guide by including three appendices as follows: (A) List of French Foreign Office material in the collection of reproductions of manuscripts in foreign archives in the Library of Congress, pp. 1065-1070, (B) List of volumes examined but found to contain no material concerning North America, and nothing worth

noting concerning any part of the Western Hemisphere, pp. 1071-1077, and (C) List of volumes possibly containing materials for American history but not examined, p. 1078.

Individual volumes and cartons are treated in accordance with their contents. Under an entry for a rich volume of the Correspondance Politique, one may find after the number of the volume and its date scope, not only the names of the persons who wrote the letters in the volume but a variety of other helpful information under such headings as "Other Material" (letters of credence, memoirs, instructions, reports, newspaper clippings, and printed tracts), "Subjects Treated," "Important Documents," and "Documents Printed." The entry for Etats-Unis, Vol. 13, July-September, 1780, for example, is so full as to cover two and one-half pages (pp.581-583). In contrast, the entry for Espagne, Vol. 498, April-June, 1748, requires only three lines (p. 412). All entries are precise as to dates, and folio, page, or document numbers. Unfortunately there is no index—a cumulative index is promised when the remaining volumes are published.

Little fault is likely to be found with this method of describing the records in the French Foreign Office. Indeed every archivist or searcher who has occasion to use the guide should be grateful to the compilers for giving more than purely factual information. Yet it is well to bear in mind that so far as individual documents are concerned opinions are bound to differ as to their relative importance. The entry for Correspondance Politique, Etats-Unis, Vol. 44, June-December, 1795, illustrates the point. Under the caption "Other Material" there is mention of "memoirs on U. S., Florida, and Louisiana, by Thérémin, Fauchet." Below under "Important Documents" one reads merely: "Correspondence of Monroe with French Government, and of Fauchet, and Adet with U. S. Government (*passim*)." Now this volume contains Fauchet's long memoir on the United States (folios 457-527), dated December 15, 1795, in which the former minister to this country reviewed in trenchant style Franco-American relations from 1783 to 1795 and made specific recommendations for improving them. There is no doubt in my mind that this memoir should have been singled out for mention under "Important Documents."

Exception can also be taken to the entry for Vol. 53 (January-December, 1801) because it does not list Pichon's remarkable letter to Talleyrand, dated July 22, 1801. In this letter the French envoy recounted a recent interview with Jefferson in which the president is represented as displaying a favorable attitude toward the desire of the French government to reduce Toussaint Louverture, the defacto ruler of St. Domingue. I believe this document is more significant than any of the three selected as "Important Documents," even though the three deal with Louisiana affairs. And why, under Angleterre,

Vol. 597 (September 23, 1801-September 22, 1802), Supplément, omit mention of Otto's letter to Talleyrand, dated October 23, 1801, reporting Prime Minister Addington's approval of the proposed Leclerc expedition against Toussaint? It cannot be pointed out too often that the purpose of the French government in obtaining the retrocession of Louisiana was to secure a mainland support for St. Domingue. If the plans for the restoration of St. Domingue to its pre-1789 status as a producer of tropical articles were to fail, the value of Louisiana would fall in French eyes. In some cases, therefore, documents relating to St. Domingue are more worthy of notice than those relating to Louisiana even though the latter became part of the United States.

More Americans have done research in the archives of the French Foreign Office perhaps than in any other continental European depository. Consequently many persons should be able to say that this or that document had not been given due prominence in this guide. But surely there will be much more inclination among both searchers and archivists to rejoice at having the long-awaited guide available and to look forward to the appearance of the volumes in preparation on other Parisian depositories. By going beyond the mere listing of volumes and cartons the compilers have at once made their guide more useful and exposed themselves to criticism. They also "date" themselves. But no matter. Every generation prepares its own finding aids, just as every generation writes its own history. The compiler of a finding aid fulfills his obligation by meeting the needs of the age in which he lives. If he happens at the same time to anticipate the needs of posterity, that is a rare piece of good fortune.

To any archivist who has wrestled with the problems of arranging and describing records (and what archivist has not done so?), the guide under review contains crumbs of comfort. It reflects, as stated above, the arrangement of the French Foreign Office records which are divided into three main groups. The binding of the diplomatic correspondence country by country, chronologically thereunder, obviously gave no difficulty, for the documents were already so arranged. Yet matters did not end quite so simply. Considerable material of this sort came to the archives from posts or through gift or purchase after the records with which it belonged chronologically had been bound and was placed in the subseries called Correspondance Politique, Supplément. It is consequently necessary for the searcher to look under both series to be sure that he has seen the available correspondence on a given period. If the archivists had delayed binding until all the documents were at hand, they could have avoided the creation of the subseries. They may have considered that delay would cause greater evils. Only the very size of the Supplément leads one to wonder whether good judgment was shown in

binding the main series so promptly. Clearly it would not now be practicable to break up the volumes and interfile the documents.

The arrangement of the documents within individual volumes is chronological for all series. It is somewhat disturbing, however, to note the date overlapping and the occasional lack of sequence of the volumes in the Supplément and the Mémoires et Documents. To illustrate, under Mémoires et Documents, Amérique, one finds volumes dated as follows: Vol. 17 (1784-1823), Vol. 18 (1775-1817), Vol. 19 (1699-1819), and Vol. 20 (1717-1830). There seems to be no reason why the material in Volumes 17 and 20, which cover colonial affairs in general, could not have been placed in chronological order and the volumes in sequence. As it is, Vol. 18, dealing with Guadeloupe, and Vol. 19, dealing with Guiana, stand between them. And why should Vol. 18 (1775-1817) precede Vol. 19 (1699-1819)?

But whatever the limitations of arrangement and description, the records of the French Foreign Office relating to American history are now under control as never before. It is to be hoped that the guides to the other Parisian depositories will not be long delayed, also the cumulative index.

CARL L. LOKKE

The National Archives

Thirteenth Annual Report on Historical Collections, University of Virginia Library, For the Year 1942-43 (University of Virginia, 1943. Pp. 70.)

The main interest of archivists in this seventy-page pamphlet will not be in the thirty-eight-page checklist of manuscript collections acquired by the library between September 1, 1942, and August 31, 1943, skillfully indexed in eighteen additional pages, but in Lester J. Cappon's fourteen-page introductory essay. This brief exposition on the library's procedure for accession and arrangement "to show to what degree our system is orderly and practicable" was apparently consciously undertaken to stimulate other institutions similarly "to provide a view from the inside" since "written records on this subject are unfortunately few in number."

Cappon succeeds in describing the present system of administering manuscripts at the University of Virginia Library so clearly that the careful reader can easily envisage all steps in the process. At the same time he praises by inference its simplicity of organization and avoidance of frequent shifting of collections. Above all, "the custodian who dies with the only index to his collections in his head should be condemned with the maximum penalty."

For manuscripts the library uses ordinary four-drawer legal-size steel file cabinets. Accessions are logged in chronologically and numbered consecutively. A "main entry" card is prepared for each accession at the time acquired, though later analytical cards are added to provide a concise guide-index as a

sort of master key to the manuscript resources as a whole. Accessions are folder filed, unfolded and flattened, vertically, in order of accession. Oversized, vault held, and bound accessions have dummy folders, being filed separately. Manuscripts on deposit are filed as accessions. If withdrawn the folder becomes a dummy. Only the Jefferson Collection has been calendared. By becoming a "collection" it has become an "open and continuous job," treated as a single accession with innumerable accretions. The call-numbers for maps are an adaptation of the Dewey decimal classification. Photoprinting and microfilming have found a place in the system, and means have been found to index their product on the card which is filed in the general catalogue.

Of wider significance as a guide to Jeffersonia is a chronological card checklist recording the location of all known letters to and from Jefferson, with citations of printed texts. This type of near-complete guide offers tempting possibilities where similar powerful personalities are involved.

EVERETT O. ALLDREDGE

U. S. Navy

Army and Navy Filing, by Joseph G. Pritchard, director, Military Co-ordination, Public Evening School, Seattle, Washington. (Cincinnati, Ohio. South-Western Publishing Company, [c. 1943]. Pp. iv, 36. $.28.)

This pamphlet was devised primarily to give to potential users a preview of the filing systems currently practised by the War and the Navy departments. According to the author, those who now have, or who soon may have, a need for such knowledge include the following: those already in Army or Navy service, whose work it is to instruct others in the use of one or the other of these filing systems; young men and women who would like to be assigned clerical work upon entrance into service with the armed forces; and those who wish civil service clerical positions with the War or the Navy departments.

The pages devoted to Army and Navy filing procedures give suggestions helpful not only to potential users of those systems but also to file clerks in any large office where there is a considerable volume of mail. Both the *War Department Decimal File System* and the *Navy Filing Manual* are apt to seem rather formidable in prospect and Mr. Pritchard is to be commended for his attempt to make them more generally comprehensible since files, in charge of understanding clerks, make not merely for good current records administration but tend to simplify the tasks of the future custodians of the files which are to be retired to a noncurrent status.

ELLEN ROTH

The National Archives

Business Filing, by E. D. Bassett and Peter L. Agnew. (Cincinnati. South-Western Publishing Company, 1943. Pp. 168. $1.00.)

A procedure of filing, definitely stated, is a difficult task because there are too few universal fundamentals. A fundamental rule should be followed throughout the specific system, for usually all regulations are optional to various concerns. The best instructions are to be systematic, logical, and uniform.

Each filing equipment manufacturer has his own system. The simplest system which performs the specific need is always the best. The most complicated and color systems are only installed when necessary. One manufacturer's product is used because serious difficulties arise from combining different equipment.

A student of filing must obtain the fundamentals. This textbook stresses the fundamentals that are applicable to all types of filing systems, and it indicates how the principles are applied in the generally used commercial systems. Imbedded with these fundamentals the student will adapt them to the business where he is employed.

The presentation of this concise and thorough textbook is greatly assisted by its illustrations. A student first learns the "what, why, how, and when" of filing. Alphabetic indexing has detailed rules for all types of names with initials and abbreviations, titles and articles, addresses, subjects, political subdivisions, etc. The necessity and explanation of cross reference supplements alphabetic indexing. An organization of an alphabetic correspondence file enlightens the student of the equipment he handles daily. The filing procedure of the correspondence instructs him as to the sequence of his duties. A student also familiarizes himself with numeric, subject, and geographic filing. These types of filing are discussed in detail—the nature, use, arrangement, and procedure.

A student now knows the fundamentals of indexing and filing but additional requisites are necessary. The authors demonstrate charge and follow-up methods, transfer methods, filing of special types of records, card systems, and the establishment and maintenance of filing systems. The student has a convenient summary of rules for alphabetic indexing and throughout the textbook he becomes acquainted with the most popular products of filing equipment.

Each student appreciates an opportunity to apply the theory he has received during this course. A practice outfit of card filing and correspondence filing supplements the textbook. One or more of the following types of material; questions, exercises, or problems ends each chapter and the "job" is finished. Each "job" is an actual piece of practice work teaching the principles of theory set forth in the preceding chapter. Filing can not be taught by textbook alone, but textbook and practice together.

The student realizes that definite stated fundamentals for the procedure of filing are a task. He knows each filing equipment manufacturer applies the principles differently because each has his own system. But the simplest system for the specific need is the best. The student has become acquainted with various kinds of equipment, he has been taught and he has practiced sound fundamentals of filing through the use of this book.

Dorothy K. Taylor

Denver and Rio Grande Western Railroad

NEWS NOTES

Karl L. Trever, Editor
The National Archives, Washington 25, D.C.

The Society of American Archivists

The Council has voted acceptance of the following applicants for membership in the Society:

Eugene B. Barnes, Jr., cataloguer, Library of the University of California at Los Angeles, formerly assistant archivist of Minnesota Historical Society

Meredith B. Colket, Jr., the National Archives

Lewis J. Darter, Jr., Naval Records Management Center, Western Division, Los Angeles, California

Maude McClure Kelly, field representative, Alabama Department of Archives and History

2d Lt. Kenneth Munden, The National Archives, on leave overseas

Thomas M. Owen, Jr., The National Archives

Provincial Library, Winnepeg, Manitoba, Canada

The Council has approved the following resolutions:

Resolved, (1) that the Society of American Archivists be incorporated under the laws of the District of Columbia, and that the incorporated Society succeed the unincorporated Society; and

(2) That three members of the Society of American Archivists residing in the District of Columbia be designated to sign the Certificate of Incorporation.

Whereas, in developing the archival program in the European theatre of war as a combined operation of the Monuments, Fine Arts and Archives Sections of the Allied Expeditionary Forces, the actual carrying on of the work relating to both old and recent archives in occupied territory is made possible by the labors of the "monuments officers" in the field,

Resolved, that the Society of American Archivists, by vote of its Council, express its sincere appreciation and thanks to the several monument officers for their indispensable and untiring work in preserving and safeguarding European archives for current use in solving immediate problems and for future research purposes in the advancement of civilization; and

That this Resolution be communicated to the monuments officers

through Major General John H. Hilldring, Chief, Civil Affairs Division, War Department General Staff, Washington, D.C.

President Norton has appointed the following persons to the Committee on Archival Research: Carl L. Lokke, chairman; Herbert O. Brayer, Lewis Beeson, Harry L. Coles, Jr., R. D. W. Connor, Whitney Cross, and Ernst Posner. Miss Norton also appointed Morris L. Radoff as chairman and Philip C. Brooks and William D. Overman, as members of the Nominating Committee.

Lester J. Cappon, secretary of the Society, has accepted a position as archivist of Colonial Williamsburg, Inc. He will also do research and editorial work for the Institute of Early American History and Culture, a project sponsored jointly by Colonial Williamsburg and the College of William and Mary. Mr. Cappon will take up his new duties about October 1.

The National Archives

The *Tenth Annual Report of the Archivist of the United States*, 1943-1944, recently issued, measures the slender resources of the National Archives against the stupendous records problem of the government and finds them wanting. As time and staff permitted in the fiscal year 1943-1944, emphasis was placed on encouraging better management of the 17,000,000 cubic feet of federal records estimated to be in existence, on facilitating the disposal of records no longer of value, and on accessioning those of value, as the result of which there were in the National Archives on June 30, 1944, about 650,000 cubic feet of records. With inadequate appropriations, however, the agency's program had to be a makeshift one, and little could be accomplished except to plan what ought to be done to cope with the impending deluge of records from liquidated war agencies. To conserve paper and funds, the annual report was not printed and it will not be available for general distribution until it is published after the war. It will be reviewed in this journal.

On May 4, the National Archives opened an exhibit, "President Roosevelt and International Co-operation for War and Peace," which will remain on display until early in September. The original Yalta agreements, signed by Roosevelt, Churchill, and Stalin, the Declaration of the United Nations, corrected drafts of the Declaration of the Three Powers issued at Teheran, a slip of paper on which is recorded the agreement of the Combined Staffs to launch the Normandy invasion, a model of the artificial port constructed in England and towed across the channel for use in that invasion, and gifts to President Roosevelt from heads of state are among the Franklin D. Roosevelt Library materials and federal records featured. A limited number of catalogues of the exhibit are available upon request.

On June 6, in ceremonies commemorating the first anniversary of D-Day, the original German unconditional surrender documents were added to the Roosevelt exhibit and will also remain on view until September. They consist of the three instruments of surrender signed at Lüneburg, Reims, and Berlin and of several other documents relating to such phases of the surrender as where and how the naval and U-boat forces were to surrender.

Recent additions to the group designated "Records of the United States Senate" in the National Archives include certain records of the Seventy-fifth and Seventy-sixth Congresses, 1937-1942, and papers accompanying bills and resolutions of the Sixty-ninth and Seventieth Congresses; original manuscripts of Senate journals, documents, and reports of the Sixty-ninth to the Seventy-eighth Congress, 1926-1944; and records of the Special Committees to Investigate the Munitions Industry, 1934-1938, Lobbying Activities, 1935-1938, and the National Defense Program (Truman Committee), 1941-1944. Among other records recently received are the population schedules of the censuses of 1880, 1910, and 1930 (retricted); records of the Kennebec (Maine) Arsenal, 1835-1895; and records of the German Division of the American Embassy, London, England, 1914-1917, which pertain to the protection of the interests of the German government and its nationals.

The Franklin D. Roosevelt Library

The Franklin D. Roosevelt Library has recently received sections of Mr. Roosevelt's White House files for the years 1933-1944, consisting largely of abstracts and copies of letters to Mr. Roosevelt asking for information about, or containing pleas for assistance from, government relief and lending agencies (1937-1940); letters and petitions urging the designation of a day of prayer to end the war (1942-1943); letters supporting or opposing a fourth term (1940-1944); communication inspired by presidential addresses made from October 12, 1942 to December 24, 1944; invitations, holiday and birthday greetings, and letters concerning gifts (1933-1944); schedules of Mr. Roosevelt's daily White House engagements for his first three terms; and official transcripts of his addresses and press conferences for 1944.

President Roosevelt's intimate association with the library that bears his name continued until shortly before his death; he visited it a number of times in the course of his last stay at Hyde Park, March 25-29. He regarded the library as a retreat, where he could work undisturbed on his collections of first editions, naval manuscripts, stamps, and prints. Here he was the bibliophile, the philatelist, the collector, and the appearance of his room as he left it for the last time—with books and photographs piled on chairs and tables and pictures and print cases everywhere—was compellingly suggestive of the things that he loved but had little time to enjoy.

Mr. Roosevelt interested himself in many details of the library: in the work of the staff, the physical maintenance of the building and grounds, the arranging of displays, particularly of ship models and naval pictures, and, of course, the enrichment of the collections. The books, manuscripts, and other materials that he gave to the library derive added interest from the annotations and reminiscences with which he accompanied them, sometimes in the form of written memoranda, sometimes orally to members of the staff. His association with the library not only left the stamp of his personality upon it; it also created a fund of biographical source material quite apart from the collections themselves.

Library of Congress

Among the recent accessions to the Division of Manuscripts, the following have been selected as of interest to archivists: forty-one volumes of paper of Major General James G. Harbord, 1886-1938; one volume of papers of the Society of the Guardians of Liberty, Washington, D.C., 1916-1917; letter press copy book of letters from Camp Chase, Ohio, to Judge Advocate, 1862-1863; four volumes of office copies of the diplomatic correspondence of Albert Gallatin and William Beach Lawrence from the American Legation, London, 1826-1830; and one volume of the Proceedings of the Tammany Society of Washington City, 1807-1810. The division has also acquired a number of interesting small groups of business papers, including five account books and other records of the American sculptor, Henry Kirke Brown, 1817-1857, several interesting groups of personal papers, including 114 papers of Wendell Phillips, 1843-1884, and 17 boxes of papers of Oscar S. Straus, 1856-1926, and "additional papers" of George Bancroft, Alexander Bliss, Hamilton Fish, Walt Whitman, Robert Geer Ingersoll, Booker T. Washington, Woodrow Wilson, Mrs. James H. Helm (White House Social Functions, 1942-1945) and the Biddle family.

American Archivists in Europe

Sargent B. Child, formerly national director of the Historical Records Survey, is now in Europe as archives expert with the Monuments, Fine Arts, and Archives Branch of the Reparations, Delivery, and Restitution Division, Allied Control Council for Germany. He will assist in planning and organizing the necessary program for the supervision of archival institutions and for the administration of large masses of modern records taken into protective custody in the American zone of occupation. A request has been received for six civilians with professional experience in archival work and a knowledge of the German language to assist in this program.

American Society for Public Administration

Dan Lacy and Philip C. Brooks of the National Archives discussed the disposition of records "during and after the liquidation of federal agencies" at a round table discussion of the topic conducted by the Washington, D.C., chapter of the society on January 16.

Committee on War Studies

A records conference, sponsored by the Committee on War Studies of the Social Research Council, was held on March 24 at the Hotel Statler in Washington, D.C. The morning program consisted of papers by Luther H. Gulick, Waldo G. Leland, and Luther H. Evans on records and public administration, on the fundamental importance of archives and the work of archivists to social scientists, and on the control and management of federal records. In the afternoon, Sherrod East and Lt. Comdr. Emmett J. Leahy discussed the war-time developments of records administration in the military and naval services. Condensed minutes of the program have been distributed by the Social Science Research Council.

Interagency Records Administration Conference

On March 23, reports of the round tables on current records, disposition activities, and technical records were presented to the conference by Stuart N. Portner, National Archives, and William Muller, Army Air Forces. These round tables, which were organized in October, held monthly meetings to discuss current problems in their particular field of activity. Attendance at the monthly general meetings has averaged a hundred agency representatives.

"A Reference Service for the Administrator" was the topic of discussion at the April 27 conference meeting. The speakers were Miss Helen L. Chatfield, Treasury Department, Fritz Morstein Marx, Bureau of the Budget, and W. V. Archawski, Foreign Economic Administration. Mr. John F. X. Britt, Navy Department, the vice-chairman of the conference, presided at this meeting.

The program for the meeting on May 25 dealt with "The Organization of Records Administration in Federal Agencies." Burton Kirby, State Department, discussed what agencies in the government are doing in the way of records administration, and E. B. Wilber, Bureau of the Budget, explained the scope, purpose, and function of a records administration program.

The steering committee for the 1945-1946 season of the conference was elected at the May meeting. The members of the committee are: T. T. Beach, U. S. Coast Guard; John F. X. Britt, Navy Department; Philip C. Brooks, The National Archives; Miss Helen L. Chatfield, Treasury De-

partment; L. E. Donaldson, Agriculture Department; Major Wayne C. Gover, War Department; L. Robert Jones, Navy Department; Miss Nona-Murray Lucke, Census Bureau; William Muller, Army Air Forces; Miss Olive Surgen, Federal Security Agency; E. B. Wilber, Bureau of the Budget.

Interstate Commerce Commission

The commission has published revised regulations, effective June 1, 1945, for the governance of the destruction of records of steam railroads (*Code of Federal Regulations*, Title 49, Pt. 110) in the *Federal Register* for May 4, 1945. Of particular interest is the provision of Section 110.2b which permits roads "to preserve photographic copies of certain records in lieu of original records of copies thereof" under conditions established by the commission.

Pennsylvania Historical Junto of Washington, D.C.

The Junto, a group of Washingtonians interested in Pennsylvania and its history, has been giving considerable attention to archival matters. The archivist of the United States has addressed the organization on two occasions—once describing materials in the National Archives for Pennsylvania history and, again, discussing aspects of the archives situation in Pennsylvania. In the mimeographed bulletin of the Junto, *The Pennsylvanian*, there have been presented a series of summary statements, taken from various published sources, about the archival materials in certain foreign depositories of interest to writers of Pennsylvania history. Milton Rubican, 6303 20th Avenue, Hyattsville, Maryland, is the editor of *The Pennsylvanian*.

Records Administration Division, Navy Department

A number of steps have been taken recently by the Records Administration Division (formerly the Office of Records Administration) to bring the records of the Navy under control before the period of cut-back and demobilization begins. The staff of the division in Washington has been strengthened by the appointment of six records analysts, all of whom have had considerable experience in the field. The new appointees and the agencies with which they were formerly associated in records management capacities are as follows: Anna Faye Scofield, Office for Emergency Management and National Housing Administration; Lillian Sonne, War Manpower Commission; Edythe E. Ramsey, Civil Service Commission; Lorna Anderson, War Production Board and Foreign Economic Administration; M. Louise Joralmon, United States Marine Corps; and Roland D. Horton, Bureau of Supplies and Accounts, Navy Department.

Further assistance will be available in the Navy Department in Washington

as a result of a letter signed by Under Secretary of the Navy Bard which directed all bureaus and major offices of the Navy Department to appoint records officers by June 30, 1945. Although some bureaus had had records officers since 1942, some of the major bureaus were not armed with sufficient authority to perform their duties properly. Under Secretary Bard's letter prescribes in detail the functions to be performed by records officers and indicates that persons serving as records officers are to be either naval officers or civilians having a base pay of at least $3,800.

Outside the department, naval records management centers have expanded in number and facilities. The center in Washington, which serves the Navy Department primarily, has added another building and now occupies all or part of five buildings with a total floor space of 53,000 square feet. A third building has been authorized for the center at Philadelphia, which will bring the space available there to 120,000 square feet. Three more floors have been added to the five already occupied by the center at Los Angeles, bringing the square footage available there to 80,000. An annex to the Philadelphia center, with at least 30,000 square feet of space, has been authorized for the Third Naval District in New York. Lastly, as a result of a trip by Lt. Comdr. Emmett J. Leahy, director of records administration, to Pearl Harbor, a records management center has also been authorized for the U. S. Pacific Fleet and will be operated by the Commander of Service Forces of the Pacific Fleet, probably at Pearl Harbor.

At the request of the Commander-in-Chief of the United States Pacific Fleet, a microfilm center similar to the one established in December, 1944, at Pearl Harbor will be set up at the Forward Area Command at Guam. Lt. Joseph P. Brennan, USNR, who was sent out from the Records Administration Division to establish the center at Pearl Harbor, will also establish the one at Guam.

Training Programs in Records and Archives Administration

The outline of the course on the "Creation of State Records," as presented by Miss Margaret C. Norton, archivist of Illinois, in a winter program sponsored by the Illinois State Civil Service Commission, is printed in the April issue of *Illinois Libraries*, pp. 231-237. The course was planned for chief clerks, head file clerks, secretaries and others responsible for the creation of records. The smallest attendance, forty-three, was at the first meeting, the largest, sixty-five, at the fourth lecture, which was on photography in record work. Thirteen state departments sent representatives.

The course on the "Preservation and Administration of Archives" offered by the American University in Washington, D.C., in co-operation with the National Archives and the Maryland Hall of Records, June 11 to June 30,

was very successful. Persons registered for the course included Anna B. Allan, assistant in the Southern Historical Collection, University of North Carolina Library; Rev. Robert J. Bastian, assistant custodian of the archives of the Archdiocese of Cincinnati; Rev. Jean-Marie Beauchemin, under-archivist of the archives of the Archdiocese of Quebec; Miss Virginia S. Burnett, curator of special collections, Rutgers University Library; Guy B. Horton, historian and director of research, National Life Insurance Co., Montpelier, Vermont; Miss Charlie Huss, collector of records, North Carolina State Department of Archives and History; Miss Edna L. Jacobson, head of the manuscripts section, New York State Library; Miss Dorothy F. Lucas, cataloguer, New Jersey State Library and Public Record Office, Miss Susan E. Lyman, curator of manuscripts, New York Historical Society; Sister Mary Celestine McHale, teacher, Sisters of Mercy, Cincinnati; Miss Hilma L. McKinstry, head cataloguer, Connecticut State Library; Rev. Dennis Fitzgerald, Missionary Servants of the Most Holy Trinity, Silver Spring, Maryland; and Rev. John L. White, archivist, Washington Province of the Marist Society, Washington, D.C. Auditors in the course were Mrs. Elleine H. Stones, chief of the Burton Historical Collection, Detroit Public Library, and Sister Mary Francisca Sherman, teacher, Sisters of Mercy, Cincinnati. In addition to lectures, discussions, and reading, the program provided for the participation of the members of the class in "laboratory work" at the National Archives and the Maryland Hall of Records. Instructors for the course included Ernst Posner of American University, Morris L. Radoff, archivist of Maryland, Oliver W. Holmes, program advisor of the National Archives, and other members of the staffs of the National Archives and the Maryland Hall of Records.

Colorado

The Thirty-fifth General Assembly has made an appropriation of about $65,000 for building vaults in the sub-basement of the State Museum. These will be constructed in the space once occupied by the heating plant that formerly served a group of capitol buildings. These vaults will be air-conditioned and equipped with the most modern facilities for the safe-keeping and preservation of records. Work has already begun on the new depository and it is anticipated that it will be completed this fall. The legislature also approved an increase in appropriation for the State Archives Division, materially raising the salary of the associate archivist and providing for additional stenographic assistance and microfilm operators.

Materials accessioned by the Colorado Historical Society during the past quarter include originals and microfilms of many diaries, ledgers, letters, and other documents dealing with the founding of the range cattle industry in New Mexico, Colorado, Wyoming, and Montana, 1865-1900.

Delaware

The testing of papers and inks for use in the state, county, and municipal recording offices of Delaware has been done according to the specifications of the National Bureau of Standards. Those writing materials which met these specifications have been placed on an approved list, as authorized by law, and the Public Archives Commission has published the list. By thus safeguarding the records now being created by state offices, the commission seeks to assure archivists of the future that they will receive records in a more permanent form than has often been the case in the past.

Illinois

The Illinois Central Railroad Company recently deposited in the Newberry Library several tons of records from the year of its charter, 1851, to the end of the presidency of Stuyvesant Fish in 1906. It is a remarkable collection of records, containing a practically unbroken file of the correspondence of the presidents of the road. Unlike most great corporations, the Illinois Central never had a disastrous fire. Most of the material is bound in volume form and will therefore be fairly easy for scholars to use. It includes papers relating to land grant disputes in Civil War days, records of defunct predecessor companies, eight hundred books of accounts of the Illinois Central, its predecessor and subsidiary companies, annual reports, appointment books, books of rules and regulations, licenses, payrolls, vouchers, materials on rates and traffic, and many maps. At a later date it is intended to add records subsequent to 1906 and possibly to make available by microfilm additional documents now contained in the company archives and in the records of the board of directors.

Paul M. Angle, state historian and secretary of the Illinois State Historical Society and secretary of the Abraham Lincoln Association at Springfield, has been appointed director and secretary of the Chicago Historical Society to succeed the late L. Hubbard Shattuck.

Indiana

The Indiana Historical Society has accessioned drawings of early forts, letters, and documents pertaining to the period 1785 to 1800, a part of the James McHenry papers recently sold at auction by the Parke-Bernet Galleries. Also accessioned were some two thousand manuscripts of Samuel C. Vance, 1797-1869, one time Army paymaster at Cincinnati, and papers of Henry P. Thornton, 1819-1864, pertaining to veterans' pensions of War of 1812 and to the Indiana constitutional convention of 1850.

Iowa

An article on the movement for a new War Memorial and Archives Building for Iowa is printed in the April issue of the *Annals of Iowa*, pp. 307-311. Latest word from Ora Williams of the State Department of History and Archives indicates that H.F. 356, Fifty-first Assembly, providing for the erection of such a building, failed of passage.

Louisiana

Agnes M. Walker, secretary of the Department of Archives of Louisiana State University reports that the department accessioned 237 bound volumes and 15,762 unbound manuscript items during the period July, 1944, to January, 1945. Included in this material are more than ten thousand papers of the Commercial Bank of Natchez, 1828-1876, the Fund Books of the Louisiana Treasurer's Office, 1864-1865 and 1882, the splendid Lieuteaud and Kuntz collections of New Orleans city records, for both the Spanish and the American regimes, and several significant collections of Louisiana business, family, and personal papers.

Maine

The Maine Historical Society in Portland has requested the editor of this section to report that the manuscript collections of the society, which had been stored outside the city for several years during the war, have now been returned and are available for research.

Maryland

A very large and valuable collection of county administrative records has recently been acquired by the Hall of Records. This collection consists of the tax books, levy books, and minutes of the Levy Court and County Commissioners of Baltimore County for a good part of the nineteenth century.

At the 1945 session of the Maryland General Assembly, two acts concerning the Hall of Records were passed which might also have interest for similar establishments elsewhere: Chapter 248, Acts of 1945, provides that all county records of Maryland made before April 28, 1788, shall be transferred to the Hall of Records as soon as practicable after June 1, 1945. This act replaces a permissive statute enacted in 1935. Chapter 896, Acts of 1945, provides that when land records are transferred to the Hall of Records, photostatic copies must be provided for the use of the county officer at the expense of the Hall of Records if the county officer desires to have such copies, and such photostatic copies after having been certified by the archivist shall have equal legal value with the originals at the Hall of Records.

Michigan

A collection of letters and notebooks of General George Owen Squier has been acquired by the Michigan Historical Collections, University of Michigan, through Judge Louis C. Crampton, executor of the Squier estate. The fact that neither Squier's army career, nor his contributions in the field of communications, have ever received much publicity gives the papers uncommon significance as biographical source material. Other manuscripts received since the first of the year include additions to the Mortimer E. Cooley Papers; the Walter P. Beach Collection, given by Philip Beach Sullivan; additional Peter White correspondence; the Korean correspondence of the J. M. B. Sill family, deposited by Miss Mary Cram, Ambassador Sill's granddaughter; a William Woodbridge letter, and several groups of second World War letters from University of Michigan servicemen.

Missouri

The Western Historical Manuscripts Collection of the University of Missouri has recently received the following papers of Forrest C. Donnell, governor of Missouri, 1941-1945; files of the Missouri State Council of Defense, 1941-1945; records of the Missouri constitutional convention, 1943-1944; papers of Herbert S. Hadley, governor of Missouri, 1909-1913 and state attorney general, 1905-1909; banking records of southwestern Missouri banks for the years 1892-1940, including records of a number of banks that were liquidated in recent years; papers of Charles M. Hay, Democratic nominee for the U. S. Senate in 1928; papers of Frank E. Atwood, Missouri Supreme Court justice, 1924-1934 and member of the Missouri constitutional convention, 1922; papers of William H. Hatch, Missouri Congressman and author of an act giving federal aid for state agricultural experiment stations, 1885-1891; and several collections of business records that are described in the *Bulletin* No. 3 issued by the director of the collection, W. Francis English, under the title "Preserving Business Records and Writing Business History."

New York

The New York Public Library has published its 1944 list of Manuscript Division accessions in the April issue of the library's *Bulletin*, pp. 303-310. The list includes such items as records of the American Dramatic Fund Association, 1819-1903, and minutes of the American Dramatists and Composers Society, 1897-1909; letters to Newton D. Baker as mayor of Cleveland and as Secretary of War; theatrical business papers of Charles E. Cook, 1905-1940; editorial correspondence of the Crowell-Collier Publishing Company, 1942; the correspondence and literary papers of James Oppenheim,

1898-1932; minutes of the Sulgrave Institute, 1920-1925; papers of Robert B. Stanton relating to his survey of the Grand Canyon, 1889-1890; and Women's Peace Union papers, 1920-1941.

The New York Historical Society has added to its extensive holdings of James Duane papers by the acquisition of another large collection formerly owned by a member of the Duane family, George William Featherstonhaugh. There are about 175 letters to Duane from leading personalities of the Revolutionary period; an outstanding six-page letter from Samuel Chase, the signer; several other letters from signers; a group of seventeen letters of Gen. Philip Schuyler written at a critical point in his career; letters from James Jay, Dr. John Cochran, Chancellor Robert R. Livingston; a legal opinion in Alexander Hamilton's hand, and many other letters. There are more than two thousand pages of James Duane's pleas and rough notes mostly of the pre-Revolutionary period. With these Duane papers came a contemporary copy of Col. George Croghan's Journal of 1765 (the so-called "land version" of the journal). From another source the Society acquired a large manuscript volume entitled "Register of Land, 1765" and containing information about Duanesburg and other land holdings in eastern New York state and in New York City.

North Carolina

The North Carolina State Department of Archives and History has acquired eighteen transfiles of the correspondence of former Governor J. Melville Broughton, 1941-1945. For several administrations, now, it has been the policy of governors to send their correspondence to the department as they leave office.

Ohio

James N. Young, formerly of the War Records Office of the National Archives, has been appointed archivist in the Department of Library and Archives of the Firestone Tire and Rubber Company. William D. Overman is director of the department.

Oklahoma

Mrs. Rella Looney, clerk-archivist of the Indian Archives Division of the Oklahoma Historical Society, reports that there now are in the division more than 2,600,000 pages of manuscripts and 6,000 bound volumes, probably the largest collection of Indian documents outside of Washington, D.C. Over two million of these documents were placed in the custody of the society under provision of the act of March 27, 1934 (Public, No. 133), by federal Indian agencies in the state. The collection also includes several large private collections of Indian materials known as the Grant Foreman Collection. Mrs.

Looney reports that all of the documents in her department have been classified as to subjects, filed chronologically, and as of January, 1944, approximately one third of them had been cross-indexed for the convenience of research students.

Oregon

The *Pacific Northwest Quarterly* for January, 1945, p. 95, reports that archival material from the Oregon State Board of Control, the State Department of Vocational Education, and the Oregon Committee for the Conservation of Cultural Resources are being cared for temporarily by the Oregon State Library.

Virginia

The Virginia World War II History Commission, of which Lester J. Cappon is director, has published a folder entitled *Your Community's War History: What Are You Doing to Preserve Its Records?* Copies are available from the commission at the University of Virginia Library, Charlottesville. An interesting description of the work of the commission was printed in the University of Virginia *Newsletter* on March 15.

Wisconsin

Wisconsin State Historical Society has completed sorting and arranging for use the records of the Bayfield Transfer Railway Company, a comprehensive collection relating to farming and real estate interests of the road as well as to railroading.